

FEES TO: LANDLORDS

www.brookindependent.co.uk

LEVEL OF SERVICE OFFERED:

INDEPENDENT REDRESS
PROVIDED BY: **TPOs**



CLIENT MONEY
PROTECTION PROVIDED
BY:

arla | **propertymark**

PROTECTED

TENANT FIND ONLY: 3 WEEKS' RENT + VAT (AT 20%)	RENT COLLECTION: START UP FEE: 1.5 WEEKS' RENT + VAT (AT 20%)	FULL MANAGEMENT: START UP FEE: 1 WEEK RENT+ VAT (AT 20%)
<p>INCLUDES:</p> <ul style="list-style-type: none"> • Agree the market rent and find a Tenant in accordance with the Landlord guidelines • Advise on refurbishment • Provide guidance on compliance with statutory provisions and letting consents • Carry out accompanied viewings (as appropriate) • Market the property and advertise on relevant portals • Erect board outside the property in accordance with Town and Country Planning Act 1990 • Advise on non-resident tax status and HMRC (if relevant) • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide Tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide Tenant with the NRL 8 (if relevant) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • Agree the market rent and find a Tenant in accordance with the Landlord guidelines • Advise on refurbishment • Provide guidance on compliance with statutory provisions and letting consents • Carry out accompanied viewings (as appropriate) • Market the property and advertise on relevant portals • Erect board outside the property in accordance with Town and Country Planning Act 1990 • Advise on non-resident tax status and HMRC (if relevant) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • Agree the market rent and find a Tenant in accordance with the Landlord guidelines • Advise on refurbishment • Provide guidance on compliance with statutory provisions and letting consents • Carry out accompanied viewings (as appropriate) • Market the property and advertise on relevant portals • Erect board outside the property in accordance with Town and Country Planning Act 1990 • Advise on non-resident tax status and HMRC (if relevant)
	MONTHLY MANAGEMENT FEE: 6% INC VAT	MONTHLY MANAGEMENT FEE: 8.4% INC VAT
	<ul style="list-style-type: none"> • Collect and remit the monthly rent received • Agree collection of any shortfall and payment method • Provide Tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide Tenant with the NRL 8 (if relevant) 	<ul style="list-style-type: none"> • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Undertake four inspection visits per annum and notify Landlord of the outcome • Arrange routine repairs and instruct approved contractors • Hold keys throughout tenancy term • Assess property at end of tenancy and negotiate allocation & return of Tenant's deposit

BROOK
INDEPENDENT
LETTING AGENTS

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ADDITIONAL NON-OPTIONAL FEES & CHARGES:

Inventory Fee (Landlords' share) Charged as per JJ Inventories Fee structure. Please ask for details
Dependent on the number of bedrooms and/or size of the property and outbuildings and level of furnishing

Annual Gas Safety Record: £60 (inc VAT)

Energy Performance Certificate: £65 (inc VAT)

Arrangement Fee for works over £1000: 10% of net cost

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Arrangement Fee for refurbishments over £1000: 10% of net cost

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Renewal Fee (Landlords' share, Un-Managed properties only): £60 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Check Out Fee (Landlords' share, Un-Managed properties only): £120 (inc VAT)

- Agree with Tenant Check Out date and time appointment
- Instruct inventory provider to attend
- Negotiate with Landlord and Tenant any disbursement of the security deposit
- Arrange return of deposit as agreed with Landlord and Tenant to relevant parties in accordance with Scheme terms and conditions
- Submit evidence to support any possible disputed claim from deposit to Scheme
- Instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items

Court Attendance (Un-Managed properties only): £30 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF