

# FEES TO: LANDLORDS

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## 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><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Agree the market rent and find a Tenant in accordance with the Landlord guidelines</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside the property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide Tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide Tenant with the NRL 8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Agree the market rent and find a Tenant in accordance with the Landlord guidelines</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside the property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Agree the market rent and find a Tenant in accordance with the Landlord guidelines</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside the property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>
	<p><b>MONTHLY MANAGEMENT FEE: 7.2% INC VAT</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide Tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide Tenant with the NRL 8 (if relevant)</li> </ul>	<p><b>MONTHLY MANAGEMENT FEE: 9.6% INC VAT</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake four inspection visits per annum and notify Landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors</li> <li>• Hold keys throughout tenancy term</li> <li>• Assess property at end of tenancy and negotiate allocation &amp; return of Tenant's deposit</li> </ul>



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## ADDITIONAL NON-OPTIONAL FEES & CHARGES:

Referencing Fee:	£60 (inc VAT)
<ul style="list-style-type: none"> <li>• Carry out a credit check on the applicant</li> <li>• Obtain reference from previous Landlord as to the applicant's suitability to rent another property</li> <li>• Obtain confirmation from employer or accountant (if self employed) that applicant has the income to support the rent throughout the tenancy</li> </ul>	
Inventory, Check In and Check Out Fee	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
<ul style="list-style-type: none"> <li>• Arranging access and assessing costs with contractor</li> <li>• Ensuring work has been carried out in accordance with the specification of works</li> <li>• Retaining any warranty or guarantee as a result of any works</li> </ul>	
Arrangement Fee for refurbishments over £1000:	10% of net cost
<ul style="list-style-type: none"> <li>• Arranging access and assessing costs with contractor</li> <li>• Ensuring work has been carried out in accordance with the specification of works</li> <li>• Retaining any warranty or guarantee as a result of any works</li> </ul>	



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## ADDITIONAL NON-OPTIONAL FEES & CHARGES:

Renewal Fee (Un-Managed properties only):

£84 (inc VAT)

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

Check Out Fee (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**