



FEEES TO: LANDLORDS

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LEVEL OF SERVICE OFFERED:

INDEPENDENT REDRESS PROVIDED BY: **TPOs**



CLIENT MONEY PROTECTION PROVIDED BY:



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)
	<p>MONTHLY MANAGEMENT FEE: 9.6% INC VAT</p> <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) 	<p>MONTHLY MANAGEMENT FEE: 12% INC VAT</p> <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



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ADDITIONAL NON-OPTIONAL FEES & CHARGES:

Referencing Fee: £60 (inc VAT)

- Carry out a credit check on the applicant
- Obtain reference from previous Landlord as to the applicant's suitability to rent another property
- Obtain confirmation from employer or accountant (if self employed) that applicant has the income to support the rent throughout the tenancy

Inventory, Check In and Check Out Fee Charged as per MGN 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

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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

BROOK
INDEPENDENT
LETTING AGENTS

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