

## LEVEL OF SERVICE OFFERED:

### LETTINGS AND RENT COLLECTION : 9.6% OF TOTAL RENT (INC VAT)

#### INCLUDES:

- Assessment of current market rent achievable
- Advertise the property
- Accompanied viewings with applicants
- Negotiate offers and advise in writing
- Arrange tenant references including Right to Rent checks
- Hold tenant's deposit as stakeholder and register with the Tenancy Deposit Scheme (TDS) if tenancy is an Assured Shorthold Tenancy (AST)
- Collect and remit the monthly rent received
- Arrange Inventory
- Liaise with landlord and tenant regarding extension or termination
- Pursue non-payment of rent and provide advice on rent arrears actions

### LETTINGS AND FULL MANAGEMENT: 15.6% OF TOTAL RENT (INC VAT)

#### INCLUDES:

- In addition to rent collection service:
- Arrange Check-out
- Negotiate with tenant regarding any damage claims at the end of the tenancy
- Hold £750.00 (inc VAT) repair float for the landlord
- Handle maintenance issues and routine repairs
- Instruct approved contractors on the landlord's behalf
- Pay service charges and ground rent if requested and funds are held
- Assist with transfer of utilities
- Arrange property inspection visits approximately twice yearly

## CHARGES THAT MAY APPLY (PLEASE REFER TO OUR TERMS OF BUSINESS AND BROCHURE FOR FULL DETAILS)

|   |   |
|---|---|
| <b>SET UP FEE</b>   | <b>£250 (inc VAT)</b>   |
| Arranging the tenancy and agreement including negotiation of additional clauses if applicable. This fee remains the same regard less of the number of landlords.  |   |
| <b>INVENTORY FEE</b>  |   |
| Quotes available upon request, dependent on the number of bedrooms and/or size of the property and outbuildings. Preparing an Inventory and Schedule of Condition at the start of the tenancy, recording all fixtures and fittings and the fabric and condition of the property (a two bedroom property Inventory is £165 (inc VAT)). |   |
| <b>DEPOSIT REGISTRATION FEE (TDS)</b>   | <b>£36 (inc VAT)</b>  |
| Registering landlord and tenant details and protecting the security deposit with a Government-authorized Scheme (AST).  |   |
| <b>ADDITIONAL PROPERTY VISITS</b>   | <b>£180 (inc VAT)</b>   |
| To visit during void periods and for specific requests.   |   |
| <b>TAX RETENTION FOR A NON-RESIDENT LANDLORD PER QUARTER</b>  | <b>£300 (inc VAT) quarterly</b>                               |
| To remit and balance the financial return to HMRC quarterly.  |   |
| <b>EXTENSION AGREEMENT FEE</b>  | <b>£120 (inc VAT)</b>   |
| Negotiating an extension at the end of the fixed tenancy term, amending and updating terms, and drawing up a further tenancy agreement.   |   |
| <b>CHECK-OUT FEE</b>  |   |
| Quotes available upon request, dependant on number of bedrooms. Preparing the checking of the property's Inventory at the end of the tenancy and taking meter readings for utilities and services (a two- bedroom property check -out is £145 (inc VAT)).   |   |
| <b>WITHDRAWAL FROM AN AGREED OFFER</b>  | <b>Any reasonable costs incurred by the tenant</b>            |
| <b>SALES COMMISSION IF TENANT PURCHASES THE PROPERTY</b>  | <b>2.4% (inc VAT) or purchase price</b>                       |
| <b>PREPARATION OF DOCUMENTS FOR COURT PROCEEDINGS OR TDS ADJUDICATION</b>   | <b>£180 (inc VAT) per hour</b>                                |
| <b>COURT OR TRIBUNAL ATTENDANCE BY BPSE ON BEHALF OF THE LANDLORD</b>   | <b>£180 (inc VAT) per hour</b>                                |
| <b>DUPLICATE STATEMENTS FOR LANDLORD OR HIS ACCOUNTANT (FOR STATEMENTS COVERING ALL OR PART OF THE TAX YEAR)</b>  | <b>£144 (inc VAT)</b>   |
| <b>COST OF SPECIALIST ADVERTISING OR BROCHURES</b>  | <b>Details upon request but subject to additional charges</b> |

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