



Amax Estates and Property Services operate a transparent landlord and tenant fee policy in line with Consumer Protection Regulation and the permitted payments allowed under the Tenant Fee Act 2019.

Levels of service:

**Let Only Tenant Introduction Service:** 75% of the first month's rent (plus VAT) \*.

\*(Example monthly rent of £1000.00 equates to a fee of £900.00 inclusive of VAT).

Including.

- Market the property at the agreed monthly rent.
- Inhouse marketing package includes a 360 virtual tour, digital images, measurements, and floor plan.
- Advertise on multiple portals maximising exposure and erecting a board outside the property.
  - Accompany all viewings and provide relevant feedback.
- Provide guidance on compliance with statutory provisions and consents.
  - Obtain satisfactory references to gauge suitability of the tenant/s.
    - Issue all prescribed documents to the tenant/s.
  - Compile and execute the initial fixed 6- or 12-month term tenancy
  - Receive and process the first month's rent and applicable deposit.
    - Issuing bank details for receipt of future rent.
  - Advising the tenant of Non-Resident Landlord status, if applicable.
    - Undertake initial right to rent checking.

**Rent Collection Service:** 8% of the monthly rent plus (VAT)\*

\*(Example monthly rent of £1000.00 equates to a monthly fee of £96.00 inclusive of VAT).

Arrangement fee: £336.00 including VAT payable from the first month's rent received.

Including.

- Market the property at the agreed monthly rent.
- Inhouse marketing package includes a 360 virtual tour, digital images, measurements, and floor plan.
- Advertise on multiple portals maximising exposure and erecting a board outside the property.
  - Accompany all viewings and provide relevant feedback.
- Provide guidance on compliance with statutory provisions and consents.
  - Obtain satisfactory references to gauge suitability of the tenant/s.

- Issue all prescribed documents to the tenant/s.
- Compile and execute the initial fixed 6- or 12-month term tenancy
- Receive and process the first month's rent and applicable deposit.
  - Issuing bank details for receipt of future rent.
- Advising the tenant of Non-Resident Landlord status, if applicable.
  - Undertake initial right to rent checking.
- Administer late/non-payment of rent and advise on appropriate action.
- Protect the tenants deposit within 30 days of receipt in a government approved scheme and issue all relevant documents.
- Administer the return of the deposit as stakeholder and disperse in line with the written agreement of both tenant and landlord.

**Managed Service:** 10% of the monthly rent plus (VAT)\*

\*(Example monthly rent of £1000.00 equates to a monthly fee of £120.00 inclusive of VAT).

Arrangement fee: £480.00 including VAT payable from the first month's rent received.

Including.

- Market the property at the agreed monthly rent.
- Inhouse marketing package includes a 360 virtual tour, digital images, measurements, and floor plan.
- Advertise on multiple portals maximising exposure and erecting a board outside the property.
  - Accompany all viewings and provide relevant feedback.
- Provide guidance on compliance with statutory provisions and consents.
  - Obtain satisfactory references to gauge suitability of the tenant/s.
    - Issue all prescribed documents to the tenant/s.
  - Compile and execute the initial fixed 6- or 12-month term tenancy
  - Receive and process the first month's rent and applicable deposit.
    - Issuing bank details for receipt of future rent.
  - Advising the tenant of Non-Resident Landlord status, if applicable.
    - Undertake initial right to rent checking.
  - Advise all relevant utility providers and council tax authority.
- Hold one set of keys for management purposes during the term of the tenancy.
  - Undertake periodic routine visits throughout the term of the tenancy.
    - Appoint approved contractors to undertake any work.
    - Liaise with the tenant to arrange access for contractors.
    - Retain any warranty or guarantee due to works undertaken.
  - Administer late/non-payment of rent and advise on appropriate action.
- Protect the tenants deposit within 30 days of receipt in a government approved scheme and issue all relevant documents.
- Administer the return of the deposit as stakeholder and disperse in line with the written agreement of both tenant and landlord.

Additional fees and charges:

- Instruct an unfurnished inventory and schedule of condition at the following rates:
  - Studio/One bedroom property @ £100.00 including VAT.
  - Two-bedroom property @ £120.00 including VAT.
  - Three-bedroom property @ £135.00 including VAT.
  - Four-bedroom property @ £150.00 including VAT.
  - Five-bedroom property @ £165.00 including VAT.
  
- Instruct an unfurnished check out in line with the original inventory and schedule of condition at the following rates:
  - Studio/One bedroom property @ £95.00 including VAT.
  - Two-bedroom property @ £110.00 including VAT.
  - Three-bedroom property @ £125.00 including VAT.
  - Four-bedroom property @ £165.00 including VAT.
  - Five-bedroom property @ £180.00 including VAT.

NB. Furnished inventories and check outs will incur a 10% additional surcharge.

- Routine visit @ £55.00 including VAT.
  - EPC @ £90.00 including VAT.
  - EICR @ £195.00 including VAT.
- Gas Safety Certificate @ £75.00 including VAT.
- Protection of the tenant's deposit and provision of all required documents @ £45.00 including VAT.
  - Providing more than two contractor quotes @ £30.00 including VAT.
- Undertaking further right to rent checks when limited time to rent is expiring @ £45.00 including VAT\*.

\*Included within the Amax Estates and Property Services Ltd managed service.

- Providing the landlord with a letter of guarantee (or similar), managed services only regarding the protection of the rent and legal expenses against default @ 3% of the monthly rent including VAT\*.

\*(Example monthly rent of £1000.00 equates to a monthly rent and legal protection surcharge of £30.00 per month including VAT for rents not exceeding £2500.00 per month).

Notices:

- Serving form 6a section 21 notice requiring possession @ £120.00 including VAT\*

\*Included within standard management service, additional fees apply to let only and rent collection services.

- Serving section 13 rental increase notices and guidance notes @ £60.00 including VAT\*.
  - Serving section 6 notice to vary the tenancy terms @ £120.00 including VAT\*.

\*Applicable to statutory periodic tenancies only.

- Court attendance @ £120.00 per hour including VAT.

Renewals:

- Annual rent review and tenancy renewal up to six months @ £120.00 including VAT\*

\*Amax Estates and Property Services Ltd recommend six month fix term tenancy renewals with a 20% surcharge added to terms exceeding six months.

- Statutory Periodic tenancy notification @ £72.00 including VAT

Non-Resident Landlords:

- Administration of NRL receipts to HMRC @ £200.00 including VAT quarterly\*

\*To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the tax return. Amax Estates and Property Services Ltd strongly recommend the completion of the relevant forms to ensure the agent is exempt from paying tax on behalf of the landlord. Without an HMRC tax exemption form the agent is required to deduct tax at the prevailing rate and pay it to the HMRC on a quarterly basis.