



## FEES TO LANDLORDS

Client Money Protection provided by:



Independent Redress:



propertymark

## FEES TO LANDLORDS

### Level of service offered

#### LETTING ONLY: 75% of first month's rent (plus VAT)

INCLUDES:

- Collect and process initial months' rent and deposit
- 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 NRL8 (if relevant)
- Full referencing and Right to Rent checks.

\*Extra charges for Inventory, deposits, and Rent Protection Insurances

#### RENT COLLECTION: 8% of rent (plus VAT)

INCLUDES:

- Including the above, in addition:
- Process the monthly rent received
- Deduct any pre-tenancy invoices
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction (if relevant)
- Pursue non-payment of rent and provide advice on rent arrears actions

\*Extra charges for Rent Protection Insurances upon request

#### FULLY MANAGED: 10% of rent (plus VAT)

INCLUDES:

- Including the above, in addition:
- Deduct any pre and post tenancy invoices
- Advise all relevant utility providers of changes
- Undertake two visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

\*Extra charges for Rent Protection Insurances upon request



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**PROTECTED**

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[www.amaxestates.com](http://www.amaxestates.com)

### Additional fees and charges

SETUP FEE AND ARRANGE FEE (Rent collection and managed properties) £400+VAT

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 viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Arrange signing of tenancy agreement
- Arrange inventory to be carried out prior to tenancy commencing
- Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

ADDITIONAL PROPERTY VISITS: £ 50 (plus VAT)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

ADMINISTRATION OF NON-RESIDENT LANDLORDS RECEIPTS TO HMRC: £200 (plus VAT) quarterly

- To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC

RENEWAL FEE - £100 (plus VAT)

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

MANAGED SERVICE ONLY

- 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

OBTAINING MORE THAN TWO CONTRACTOR QUOTES £30 (inc VAT) per quote

OPTIONAL CHECKOUT FEE £105 (plus 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
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or

missing items

MISC FEES

- Serve Section 13 Notice if tenancy is on a rolling monthly basis £100 (plus VAT)
- Issue of 6a notices (Managed) - Free of charge Issue
- Issue of 6a notices (rent collection) - £120 (+ plus VAT)

COURT ATTENDANCE: £100 (inc VAT) per hour