

## LEVEL OF SERVICE OFFERED:

### Tenant Find: £690.00 (Inc VAT)

#### INCLUDES:

- 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 NRL8 (if relevant)

### Rent Collection: 4% of Rent (Inc VAT)

#### INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### Fully Managed: 10% of Rent (Inc VAT)

#### INCLUDES:

- 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 regular inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

#### ADDITIONAL NON-OPTIONAL FEES AND CHARGES (TENANT FIND, RENT COLLECTION AND FULLY MANAGED):

##### Setup Fee:

£420.00 (inc 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 accompanied 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)

##### Inventory Fee

Price on request

Dependent on the number of bedrooms and/or size of the property, outbuildings and location

##### Referencing Fee

£42 (inc VAT)

To carry out comprehensive referencing and Right-to-Rent check per applicant and guarantor.



## FEES TO LANDLORDS

### CLIENT MONEY PROTECTION (CMP)



### INDEPENDENT REDRESS PROVIDED



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<b>Deposit Registration Fee:</b>	£24.00 (inc VAT)
<ul style="list-style-type: none"> <li>• Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme</li> <li>• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li> </ul>	
<b>Additional property visits:</b>	£42.00 (inc VAT)
<ul style="list-style-type: none"> <li>• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance linked visit</li> </ul>	
<b>Submission of non-resident landlords receipts to HMRC</b>	£60.00 (inc VAT) quarterly
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<b>Arrangement Fee for works over £1,000.00:</b>	£120.00 (inc VAT)
<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>	
<b>Arrangement fee for refurbishments over £1,000.00:</b>	£120.00 (inc VAT)
<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>	
<b>Rent Review Fee</b>	No charge
<ul style="list-style-type: none"> <li>• Review rent in accordance with current prevailing market condition and advise the landlord</li> <li>• Negotiate with tenant</li> <li>• Direct tenant to make payment change as appropriate</li> <li>• Update the tenancy agreement</li> <li>• Serve Section 13 Notice if tenancy is on a rolling monthly basis</li> </ul>	
<b>Renewal Fee</b>	£90.00 (inc VAT)
<ul style="list-style-type: none"> <li>• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li> </ul>	
<b>Checkout Fee</b>	£50.00 (inc VAT)
<ul style="list-style-type: none"> <li>• Agree with tenant check out date and time appointment</li> <li>• Instruct checkout clerk to attend</li> <li>• Negotiate with landlord and tenant any disbursement of the security deposit</li> <li>• Return deposit as agreed with landlord and tenant to relevant parties</li> <li>• Remit any disputed amount to Scheme for final adjudication</li> <li>• Unprotect security deposit</li> <li>• Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li> </ul>	
<b>Court Attendance</b>	£30.00 (inc VAT) per hour
<b>Termination Fee</b>	£120 (inc VAT)



## FEES TO LANDLORDS

CLIENT MONEY  
PROTECTION (CMP)



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

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# LANDLORD FEES SCHEDULE



Tenant Find: £690.00 (inc. VAT)	Rent Collection: 4% of Rent (inc. VAT)	Fully Managed: 10% of Rent (inc. VAT)
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Agree the rental value			
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Hold keys throughout the tenancy term			✓
Arrange and oversee property check out			✓
Security Deposit dilapidation negotiations			✓