

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION
 (CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
 PROVIDED BY: **OS:P**



LEVEL OF SERVICE OFFERED:

Tenant find: 60% of rent	Rent collection: 10.8% of rent	Fully managed: 12% of rent
<p>INCLUDES:</p> <ul style="list-style-type: none"> • 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) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • 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) 	<p>INCLUDES:</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 a minimum of two 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 (IRRESPECTIVE OF LEVEL OF SERVICE):

- Setup Fee (Landlords Share): £120.00 (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 (landlords share) See attached Schedule
 Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT





FEES TO: LANDLORDS

www.hmlgroup.com

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
PROVIDED BY: **OS:P**



Deposit Registration Fee:	£Inclusive (inc VAT)
• Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme	
• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£42.00 (inc VAT)
• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords receipts to HMRC	£144.00 (inc VAT) annually
• 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	
Arrangement Fee for works over £500.00:	2.00% 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 £1000.00	2.00% 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	
Obtaining more than two contractors quotes	£25.00 (inc VAT) per quote
Rent Review Fee	£Included (inc 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	
• Serve Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee (landlords share)	£100.00 (inc VAT)
• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£Included with managed service (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	
• 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	
Court Attendance	£60.00 (inc VAT) per hour

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

#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT

