

# FEES TO LANDLORDS

## Services offered

### TENANT INTRODUCTION

- Administration & marketing Tenant introduction
- Preparation & service of agreement
- Preparation & service of inventory & schedule of condition
  - Check out report
- **1 months rent inc. VAT or £700 + VAT (£840 inc. VAT) - whichever is greater**

### FULLY MANAGED

- Administration & marketing
  - Tenant introduction
- Preparation & service of agreement
- Preparation & service of inventory & schedule of condition
- Check out report & dispute management
  - 2 property visits per annum
- **From 12.5% + VAT of monthly rent (15% inc. VAT)**
- **Set up costs: £350.00 + VAT (£420 inc. VAT)**

### PLATINUM

- Administration & marketing Tenant introduction
- Preparation & service of agreement
- Preparation & service of inventory & schedule of condition
  - Check out report & dispute management
  - 3 property visits per annum
- **From 15% + VAT of monthly rent (18% inc VAT)**
- **Set up costs: £395.00 + VAT (£474 inc. VAT)**

Full details of the service provided for each option can be obtained from a member of staff.

## ADDITIONAL CHARGES

### **Obtaining proof of ownership: £12.00**

For obtaining proof of ownership from the Land Registry if Landlord has not supplied.

### **Deposit registration fee: £66.00**

Registration of Landlord and Tenant details with Deposit Protection Service

Providing tenants with prescribed information and transferring deposit amount to DPS custodial scheme

### **Tenancy renewal (landlords share): £118.00**

Contract negotiation, amending and updating terms and preparation and service of new documents

### **Deposit dispute management: £150.00**

For providing evidence and submitting claim to the DPS Arbitration Service if an agreement cannot be reached

### **Refurbishments & insurance claims: 12% inc. VAT of the net cost of the works**

Meeting contractors & arranging quotes

Periodic visits during works

Ensuring works carried out in accordance with specifications and sending photos to Landlord

### **Additional Property Visits: £54.00**

Two property visits are provided with the Full Management Service.

### **Court Attendance: £180.00**

### **Submission of reports to HMRC: £18.00**

To submit income from property reports to HMRC if additional information is requested above normal annual report

### **Service of notices to tenants: £114.00**

The Property Centre is not a member of a Client Money Protection Scheme.

All funds received are paid into a Client Account and all deposits registered by The Property Centre are transferred to the custodial scheme managed by the Deposit Protection Service.

Independent Redress Scheme Provided by:

