



## FEES TO LANDLORDS

ANY INSTRUCTION IS ON A NO LET, NO FEE BASIS

### LETTING SERVICE - 10% + VAT (12% inc VAT)

- **Market your property**
  - Internet advertising, including major letting industry portals and on major social networks
  - Erect a "To Let" board outside the property
  - Call through our list of registered tenants
  - Produce details for our window display
- **Accompanied viewings**
- **Negotiate offers** to include any special/specific clauses
- **Independent referencing** - a specialist investigation agency conducts the following checks:
  - Verify the applicant's current employment details
  - Obtain landlord's reference
  - Check the applicant's credit history to ensure no defaults/County Court Judgments
  - Determine the applicant's suitability
- **Ensure all legal formalities are complete** to include Right To Rent: Immigration Act 2014
- **Receive initial monies**- a six weeks deposit and one month's rent in advance
- **Electronic exchange of the Tenancy Agreement** and supporting documents upon both parties
- **Provide free legal advice** as members of arla propertymark, we have access to a solicitor
- **Contract expiry** - seek intentions of both parties approximately two months in advance of expiry of contract

### COLLECTION SERVICE - 12.5% + VAT (15% inc VAT)

In addition to all the points referred to within the Letting Service, we will:

- **Receive the monthly rent**
- **Online transfer** - after deduction of the monthly collection fee, residue will be transferred
- **Monthly statement** - to be forwarded electronically
- **Non-payment of rent** - will be pursued (by phone, electronic correspondence and if necessary by personal visit)

We will also work in conjunction with any legal insurance undertaken and attend court on your behalf

### MANAGEMENT SERVICE - 15% (18% inc VAT)

In addition to all points referred to within both the Letting and Collection Service, TLS will:

- **Complete the start of tenancy handover**
  - Release the keys to the property
  - Take meter readings
  - Notify utility providers except for the Council Tax Department and telephone provider
- **Inventory and Schedule of condition** – prepare and compile the inventory (please refer to Additional Services)
- **Check the tenant(s) into the property** (using an inventory where applicable)
- **Conduct quarterly property visits and provide a report relating to the general condition**
- **Annual Gas Safety Certificate/Energy Performance Certificate** – arrange where necessary
- **Maintenance/repairs** - be responsible for the property maintenance/repair issues that may arise
- **End of tenancy inspection - check out of tenants**
  - Retrieve all keys
  - Prepare a schedule of dilapidations (if appropriate) after referral to the signed inventory
  - Manage any dilapidations found and deal with repairs required
  - Negotiate the allocation of the deposit, where applicable
  - Notify the relevant utility companies except for the Council Tax Department and telephone provider with the closing meter readings and the forwarding address of the tenant(s)



## ADDITIONAL SERVICES

**Deposit registration fee** – £50 + VAT (£ 60) if providing a Letting or Collection Service. No fee payable on Management Service.

**Insurance** - Rent4Sure Rent Protection available from £160 per annum. The total amount payable is determined by rental income.

**Inventory and schedule of condition** - it is advisable to ensure an inventory and schedule of condition is prepared. This will provide specific details the condition of the furnishings, fabric, fixtures and fittings at the start of the tenancy. This document will be signed by both parties and in the absence of the landlord by a representative of TLS Lettings, at the start of the tenancy. The inventory will be referred to at the end of tenancy inspection and any dilapidations that occur during the tenancy (apart from "fair wear and tear") can be determined. An inventory can be provided irrespective of the level of service required. Although this is an optional service, should you wish to appoint us as your managing agent, a comprehensive inventory would be required. Prices start from £100 + VAT (£120) and will be dependent on both the size of the property and the furnishings provided.

**Check out**- Deal with end of tenancy and any disputes through the TDS (Tenancy deposit scheme) £150 + VAT (£180)

**Gas Safety Check** – as a landlord, you are responsible for the gas safety of your tenants and you must ensure all gas appliances are working correctly and safely. This is an annual requirement and will be carried out by an engineer registered with the Gas Safe Register - £80 + VAT (£96)

**Energy Performance Certificate** – an EPC is required whenever a property is built, sold or rented and must be available before you market your property to rent. An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years. This is carried out by an accredited assessor and is £80 + VAT (£96)

**Tax service** – to ensure that all allowable expenditure incurred as a result of letting the property is set against the rent received and the minimum amount of income tax is paid as a result, we have engaged a qualified firm of accountants to provide their services at a discounted rate. Experience has shown, that in most cases the fee charged is more than recovered, by their ability to minimize the tax liability. Duplicate statement - £30 inc VAT - Yearly tax report to accountant - £120 inc VAT