

# FEES TO: LANDLORDS

www.henleysestates.co.uk

## LEVEL OF SERVICE OFFERED:

Tenant find: 10% of rent (Inc VAT)	Rent collection: 12% of rent (Inc VAT)	Fully managed: 15% of rent (Inc VAT)
<b>INCLUDES:</b> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<b>INCLUDES:</b> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<b>INCLUDES:</b> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>

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

Setup Fee (Landlords Share):	£120.00 (inc VAT)	
<ul style="list-style-type: none"> <li>• Agree the market rent and find a tenant in accordance with the landlord guidelines;</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>		
Inventory Fee (landlords share)	See attached Schedule	
Dependent on the number of bedrooms and/or size of the property and outbuildings		...(continued)

Deposit Registration Fee:	£80.00 (inc VAT) for let only properties FREE for managed properties	
<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>		
Additional property visits:	£36.00 (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>		
Submission of non-resident landlords receipts to HMRC	£120.00 (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>		
Arrangement Fee for works over £20.00:	10% of net cost	
<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>		
Arrangement fee for refurbishments over £500.00	10% of net cost	
<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>		
Obtaining more than two contractors quotes	£120.00 (inc VAT) per quote	
Rent Review Fee	£120.00 (inc VAT)	
<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>		
Renewal Fee (landlords share)	£120.00 (inc VAT)	
<ul style="list-style-type: none"> <li>• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li> </ul>		
Checkout Fee (landlords share)	£120.00 (inc VAT)	
<ul style="list-style-type: none"> <li>• Agree with tenant check out date and time appointment</li> <li>• Instruct inventory provider 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>		
Court Attendance	£80.00 (inc VAT) per hour	

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