

Rev 10.16

FEES TO: LANDLORDS

Saffron is an ARLA licenced member no M0051595 www.arla.co.uk

Client Money Protection (CMP) provided by ARLA

Independent Redress provided by: The Property Ombudsman, member no D02623

Level of Service Offered:

Let Only Service: 10% x tenancy rent (plus vat) (12% inc vat)

Includes:

- Advise on rent obtainable
- Advertising and marketing through our website, major property portals, relocation agent and tenant database
- Prepare tenancy documentation
- Collect and remit first month's rent in advance, collect and protect the tenancy deposit under our membership of The Tenancy Deposit Scheme (or remit deposit to Landlord's scheme)

Let and Rent Collection Service: 12% x tenancy rent (plus vat) (14.4% inc vat)

Includes:

- Advise on rent obtainable
- Advertising and marketing through our website, major property portals, relocation agent and tenant database
- Prepare tenancy documentation
- Collect and remit first month's rent in advance, collect and protect the tenancy deposit under our membership of The Tenancy Deposit Scheme (or remit deposit to Landlord's scheme)
- Transfer of Council Tax and utility accounts at commencement and termination of tenancy
- Collection of rent during the term and remittance to Landlord's bank account, accounting by quarterly statement
- Pursue any rent arrears
- Deduct any appropriate tax deduction under the Non Resident Landlord Scheme rules and account to HMRC.

Let and Full Management Service: 15% x tenancy rent (plus vat) (18% inc vat)

Includes:

- Advise on rent obtainable
- Advertising and marketing through our website, major property portals, relocation agent and tenant database
- Prepare tenancy documentation

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- Collect and remit first month's rent in advance, collect and protect the tenancy deposit under our membership of The Tenancy Deposit Scheme (or remit deposit to Landlord's scheme)
- Transfer of Council Tax and utility accounts at commencement and termination of tenancy
- Collection of rent during the term and remittance to Landlord's bank account, accounting by quarterly statement
- Pursue any rent arrears and provide advice in the case of action for breach of tenancy
- Deduct any appropriate tax deduction under the Non Resident Landlord Scheme rules and account to HMRC on the quarterly basis and issuing Certificate of Tax Deduction following the end of the financial year
- Where required, pay the landlord's demands for ground rent and service charge contributions
- Arrange routine repairs (under £1000.00) and instruct approved contractors

Short Term/Holiday Let and Full Management Service: 17.5% x tenancy rent (plus vat) (21% inc vat)

This service is by special arrangement only and is only offered for certain type of properties; please enquire for further information.

Additional non – optional fees and charges

- **Renewal fees** – fees quoted above will be charged in the case of a tenancy renewal or a statutory periodic tenancy where a tenant holds over beyond the fixed term, pro rata.
- **Preparation of inventory and schedule of condition** - this charge is raised by our appointed inventory provider and will depend on the size of property and level of contents. Please refer to the guide in the Terms of Business and a specific quote can be provided on application.
- **Tenancy Deposit registration/protection** - this charge relates to the registration of the Landlord and Tenant details and protection of the security deposit with the Tenancy Deposit Scheme:

At start of tenancy - £90.00 inc vat – provision of Deposit Certificate and Prescribed Information to tenant

On renewal of fixed term tenancy/start of statutory periodic tenancy - £45.00 inc vat – registration of further term with Tenancy Deposit Scheme.

- **Formal Deposit Dispute - £120.00 inc vat** – preparation of Dispute Response on behalf of Landlord and submission to the Tenancy Deposit Scheme for dispute resolution.
- **Inspections during a tenancy - £60.00 inc vat** – this charge will not be raised where we are instructed on a Let and Full Management Service.
- **Empty/Vacant property - £90.00 inc vat per quarter** – provision of management services where property is unlet in excess of one month between tenancies
- **Arrangement of Major Works (in excess of £1000.00) – 10% plus vat of value of works (12% inc vat)** – includes arranging access and assessment of contractor's estimates, ensuring work carried out according to specification and retaining any warranty or guarantee.

- **Sale of property to Tenant – 2% plus vat (2.4% inc vat) of sale price** – includes negotiation of sale/purchase terms and instruction of solicitors (a separate agency agreement will cover the instruction in this event)
- **Attendance at Court - £75.00 plus vat/per hour (£90.00 inc vat/per hour)** – covers travel to and from court to provide evidence/assistance to landlord’s legal representative in any possession proceedings or action for breach of tenancy.

- **Houses in Multiple Occupation (HMOs) where Saffron provides a management service:**

Statutory HMOs – application process for license £600.00 inc vat

Selective HMOs (eg applicable to LB Camden) – application for license £240.00 inc vat

Acting as License Holder of HMO - £100.00 inc vat per quarter

Acting as Manager of licensed HMO - £100.00 inc vat per quarter

Please refer to *Landlord’s Guide to Letting & Management of Residential Properties, Terms of Business, Fees and Expenses*, where the above services and costs are explained in more detail or enquire with a member of staff.