



FEES TO: LANDLORDS

www.nwpuk.co.uk

LEVEL OF SERVICE OFFERED:

Tenant find £420 (inc VAT)

Fully managed: 12% of rent (VAT – N/A)

INCLUDES :

- Prepare particulars & market/advertise property on relevant web-sites etc
- Arrange for Domestic Energy Assessor to attend property to provide an Energy Performance Certificate (legal requirement - subject to additional charge)
- Erect a "To Let" board at property
- Obtain references in connection with each tenant
- Prepare all necessary tenancy agreements
- Advise tenants procedure of registering with appropriate services
- Collect 1 months rent in advance, together with deposit/bond
- Arrange for preparation of the Check In/Inventory (if required - subject to additional charge – recommended)
- Make arrangements for the monthly rent due from tenants (Agency will not act as debt collector)
- Upon receipt of rent paid, payment will be made to landlord via BACS (minus deductions)
- Prepare monthly statement detailing payments received and deductions made
- Arrange & co-ordinate the tenant's occupation and vacation of property (subject to additional charge)
- Arrange for mid-term inspections once tenancy commenced.
- Arrange for appropriate tradesmen to effect any necessary repairs
- Advise all relevant utility providers of changes

Setup Fee:

Full Management Service **£420 (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 **£100 to £200 (VAT – N/A)**

Dependent on the number of bedrooms and/or size of the property and outbuildings

Check In Fee **£75.00 (VAT – N/A)**

Additional property visits: **£75.00 (VAT – N/A)**

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Arrangement Fee for works over £1000 **10% of net cost (VAT – N/A)**

- 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 **10% of net cost (VAT – N/A)**

- 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

Renewal Fee **£100.00 (VAT – N/A)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee **£50.00 (VAT – N/A)**

- 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

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

Referencing Fees

Reference Fee - £25 per applicant (i.e. tenant, additional tenant and guarantor)

Optional Extra - Rent Guarantee Insurance at £15 per month - HIGHLY RECOMMENDED.