

Full Management

Service	Fee
<p>Set up Fee - Includes agreeing the market rent and finding a tenant in accordance with the landlords guidelines. This involves marketing and advertising the property on Alex Jones website relevant portals; erecting a board in accordance with Town and Country Planning Act 1990 and carrying out accompanied viewings as appropriate. Advising on refurbishment and providing guidance on compliance with statutory provisions and lettings consensus. Tenant Referencing the applicant (s) which will include credit status, current and previous employer, current or past landlord, and taking into account any other information to help assess the affordability criteria of the applicant(s). Depending on the outcome of the referencing, an applicant(s) earnings or overall financial position may require a Guarantor. The cost of referencing a Guarantor is included in the fee. Should there be a specific situation whereby you have consented to a permitted occupier, appropriate documentation to reflect this is included within this fee. Carrying out Right to rent checks on the applicant(s) and any other adult occupier of the property at the commencement of the tenancy and any further checks on adult occupants with time-limited Right To Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier where is a change in occupancy during the Tenancy.</p>	£350
<p>Monthly Management Fee (percentage of the monthly rent) - This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements and advising all relevant utility providers of changes. Pursuing non-payment of rent when necessary and providing advice on rent arrears actions. Undertaking 6-monthly property inspections. Arranging maintenance and repairs and instructing contractors, the holding of keys during the tenancy and the serving of any required notices.</p>	10% (discounts for multiple properties available)
<p>Deposit Registration Fee - All tenants' deposits must be registered – by law – with a Government-approved Scheme. This fee is for registering the tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Alex Jones is DPS.</p>	£25
<p>Inventory Fee - It is important to have a thorough and detailed inventory which provides a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord.</p>	£50

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<p>Rent Guarantee - Alex Jones partner with Rightmove to offer a rent guarantee service. With Rent Guarantee you still get paid your rent when a tenant falls into arrears, with eviction and legal costs also covered. You get: Indefinite cover* – rent is paid in full until you get your property back. An extra 50% of the rent paid for 3 months if the property can't be re-let due to damages or neglect caused by the tenant. Up to £50,000 cover for any one claim. Legal costs paid for any breach of the tenancy agreement. Market leading mediation service included to give you the best chance of getting your property back sooner (courts will always ask for evidence of mediation).</p> <p>*Rent Guarantee payments may be paid for an indefinite number of months until vacant possession is gained, except where the tenant provides a valid defence to the eviction in which case the payments are capped at 12 months. Total payment for any one claim is capped at £50,000.</p>	<p>£250 per annum OR £23 per month</p>
<p>Tenancy Renewal Fee - If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement.</p>	<p>£50</p>
<p>Management Takeover Fee - This fee is to be charged for a take over of management service from your current letting agent and will cover a check of the current Tenancy Agreement and a new one if required, a property visit, a smoke alarm check, a compliance check and transfer of the deposit.</p>	<p>£200</p>
<p>Gas Safety Check - The Gas Safety (Installation and Use) Regulations 1998 state that all rented properties with a gas supply must have a valid Gas Safety Certificate at the commencement of and throughout the tenancy and must be tested for gas safety on an annual basis. Alex Jones will instruct a Gas Safe Engineer to do the inspection, arrange access and retain the certificate.</p>	<p>£55</p>
<p>Electrical Installation Condition Report (EICR) - Instruct an NICEIC/NAPIT qualified engineer to conduct a basic safety and condition report of the electrical supply, arrange access and retain the report.</p>	<p>£135</p>
<p>EPC - Instruct a Domestic Energy Assessor to provide an Energy Performance Certificate, arrange access and retain certificate.</p>	<p>£75</p>
<p>Rent Review Fee - Review the rent and where this results in a rent increase, the rent review fee applies.</p>	<p>£50</p>
<p>Key Cutting Service - This fee covers the cost of keys and the time taken to cut keys or arrange replacement keys, permits, electronic door fobs etc. where not supplied by the landlord.</p>	<p>£10 per key</p>

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Contractor Commission - Alex Jones reserves the right to make a commission charge to any contractor instructed by us on behalf of the landlord up to 10% of the net cost of the work.	10%
Additional Quotes - If more than 2 quotes are required by the Landlord for maintenance works this fee is charged per additional quote required.	£25
Additional Property Visits - If a routine visit (over and above the standard 6-monthly visits included in the monthly fee) is required a fee is charged.	£40
Check Out Fee -This fee covers agreeing with the tenant(s) a check out date and arranging a visit to the property. Where Alex Jones has registered the deposit, the fee also covers negotiating with the landlord and tenant(s) any disbursement of the security deposit, unprotecting and returning the deposit to the agreed parties and remittance of any disputed amount to the Scheme for final adjudication. It includes instructing contractors, obtaining quotes and organising the repair/replacement of items as required.	£100
Court Attendance - In the unfortunate event where Alex Jones might need to represent you in court – for example if a tenant requires eviction – these fees apply. Expenses include travel, accommodation and parking if applicable.	£200
Non-routine Managed Service Fee - Where we are required to provide non routine management services e.g. in the event of emergency, fire, flood, subsidence etc.	£10 per hour
Quarterly Submission of Non-Resident Landlords to HMRC Annual Submission of Non-Resident Landlord to HMRC. This fee is charged 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. An annual submission is also required.	