






































# Heywoods.

## LANDLORD SERVICE SCHEDULE







[WWW.HEYWOODSPROPERTY.CO.UK](http://WWW.HEYWOODSPROPERTY.CO.UK)



# LANDLORD SERVICE SCHEDULE

	Tenant Find	Rent Collect	Fully Managed
<b>Management Service</b>	NA	8% + VAT	10% + VAT
<b>Tenancy Creation / Check in Service</b>	1 x Monthly Rent + VAT (Min. Fee £650+VAT)	£495+VAT	£495+VAT
<b>Rental &amp; Market Appraisal</b>			
<b>Provide guidance on compliance with statutory provisions and letting consents</b>			
<b>Erect board outside of property in accordance to Country Planning Act 1990 (where suitable)</b>			
<b>Market &amp; advertise the property</b>			
<b>Conduct accompanied viewings and basic applicant checks</b>			
<b>Secure applicants and conduct referencing process</b>			
<b>Advise on non-resident tax status and HMRC (if applicable)</b>			
<b>Collect and remit initial months' rent and secure deposit</b>	 *		
<b>Provide tenant's with method of payment</b>			
<b>Deduct any pre-tenancy invoices</b>			
<b>Advise tenant and landlord to change utility providers</b>			
<b>Demand, collect and remit monthly rent</b>			
<b>Pursue non-payment of rent and provide advice on rent arrears. See information below regarding arrears and possession proceedings.</b>			

# LANDLORD SERVICE SCHEDULE

	Tenant Find	Rent Collect	Fully Managed
Undertake routine visits and notify the outcome to the landlord			
Arrange routine repairs and instruct approved contractors (upon request we can provide two quotes for works over £1,000)			
Security Deposit dilapidation negotiation			
Hold keys throughout the tenancy term			
Annual portfolio review assessing up to date capital and rental values for properties.			
Annual end of year statements to assist with HMRC submission			
	*Deposit transferred to Landlord for Securing		

Additional Products	Description	Fee
<b>Flatfair Deposit Replacement alternative</b>	<p>Offered as an alternative to a conventional, 5 week cash deposit, this product is chosen by the tenant. Offering up to 10 weeks worth of protection this free to use product can provide more protection in the event of damages or rent arrears.</p> <p>If chosen, tenant's will be required to pay a non refundable 1 week of rent +VAT. This will activate the protection with an insurance backup should the tenant not pay at the end of the tenancy.</p> <p>This is offered as a default option unless Landlords Opt out. It provides more protection than the cash deposit as well as having a quicker turnaround should a claim be required.</p> <p>Ask an agent for product wording.</p>	Free
<b>Rent &amp; Legal Protection</b>	<p>Prices vary subject to the rental amount. This insurance policy provides protection for landlord's in the event that the tenant falls into arrears.</p> <p>Additional protection is also provided to assist with possession proceedings and the associated costs.</p> <p>Ask an agent for product wording.</p>	From £29 inc taxes.

# LANDLORD SERVICE SCHEDULE

## Additional Fees

Property Compliance	Description	Fee
<b>Energy Performance Certificate (EPC)</b>	A legal requirement conducted by an approved professional. Rating must meet a minimum standard. Certificate valid for 10 years.	£100 inc VAT
<b>Gas Safety Certificate</b>	A legal requirement conducted by an approved professional. Certificate valid for 12 months.	£80 inc VAT
<b>Electrical Installation Report (EICR)</b>	A legal requirement conducted by an approved professional. Certificate valid for 5 years.	£160 inc VAT (subject to scale)
<b>Portable Appliance Testing (PAT)</b>	Not a legal requirement however the law expects landlords to maintain appliances in a safe condition, failure to do so could result in a claim of negligence. Certificate valid for 12 months	From £60+VAT
<b>Legionella Risk Assessment</b>	Health and safety legislation requires that landlords carry out risk assessments for the Legionella bacteria and thereafter maintain control measures to minimise the risk.	From £60+VAT
<b>Smoke Alarms, Heat Alarms &amp; CO Alarms</b>	Regulations require landlords to ensure alarms are equipped, and to check that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.	From £45+VAT

Admin & Tenancy Fees	Description	Fee
<b>Set-up Fees</b>	Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability where possible) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.	£495+VAT (Fully Managed & Rent Collect)
<b>Inventory / Schedule of Condition</b>	Essential in the event a claim for damages or loss of rent is required at the end of the tenancy. An inventory is a comprehensive list of items and evidence ensuring transparency and accountability between landlords and tenants regarding the state and contents of the rented space.	From £150+VAT
<b>Guarantor Fee</b>	Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).	£50 inc VAT per guarantor
<b>Permitted Occupier</b>	Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.	£50 inc VAT per occupier

# LANDLORD SERVICE SCHEDULE

## Additional Fees

Admin & Tenancy Fees	Description	Fee
<b>Landlord Withdrawal Fee (before move-in):</b>	To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	£360 inc VAT
<b>Additional Property Visits</b>	Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.	£72 inc VAT
<b>Rent Review</b>	Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.	£96 inc VAT
<b>Tenancy Renewal</b>	Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.	£180 inc VAT
<b>Right-To-Rent Follow Up Check</b>	Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.	£72 inc VAT
<b>Landlord Withdrawal Fee (during tenancy)</b>	To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.	£360 inc VAT per tenancy
<b>Check Out</b>	Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. (included in fully managed service)	£120 inc VAT
<b>Tenancy Dispute</b>	£72 per hour (inc. VAT). The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit. (included in fully managed service but minimum claim applies)	£72 inc VAT per hour.

# LANDLORD SERVICE SCHEDULE

## Additional Fees

Admin & Tenancy Fees	Description	Fee
<b>Deposit Registration Fees (Where Collected)</b>	Deposit Registration Fees (where collected):£50 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.	£50 inc VAT
<b>Service of Legal Notice</b>	Fees for the service of Legal Notices (Section 8 or Section 21): £96 (inc. VAT) per Notice.	£144 inc VAT
<b>Court Attendance</b>	Court Attendance Fees: £72 (inc. VAT) per hour.	£72 inc VAT per hour.

Additional Notices	Description
<b>Property Inspections</b>	<p>To ensure property inspections are conducted to the highest of standards and on a regular basis, to improve our service we may use third party providers to conduct independent property inspections.                      This cost will be included in our management fee as normal.                      Note all property inspectors have a duty of care to ensure a property remains safe and compliant.</p> <p>Identified maintenance works will be raised and reported to the Landlord following the inspection for their decision. The installation and upkeep of smoke, heat and CO alarms is a legal requirement and we have a moral and legal obligation to ensure they are in situ.</p> <p>Unless stipulated otherwise ahead of the inspection by the Landlord, our property inspectors will replace and install Smoke, Heat &amp; CO alarms where required which will be billed for accordingly.</p> <p>If it is identified a Landlord has expressed they will or have installed sufficient detection and they have not, we will install the required detectors and bill accordingly.</p> <p>If a Landlord does not wish to maintain their property to modern safety standards, we will consider the option of dis-instructing our services.</p>
<b>Rent Arrears &amp; Service of Legal Notice</b>	<p>Chasing rent arrears and proceeding with possession orders can be a costly and timely process for Landlords and us the letting agent.</p> <p>We endeavour to prevent arrears before they become an issue with proactive and regular communication to the tenant.</p> <p>In the event a tenant does not pay any funds and arrears continue to accrue we will:</p> <ul style="list-style-type: none"> <li>Issue two rent chase emails/letters which have been professionally designed for maximum effect. (included in fully managed service)</li> </ul> <p>If a Landlord proceeds with possession proceedings we will:</p> <ul style="list-style-type: none"> <li>Carry out the service of a section 21 notice (costs apply)</li> <li>Refer a suitable provider with relevant professional indemnity insurance and training to serve a section 8 notice. (costs subject to the third party provider)</li> </ul>