

# Landlord fees schedule

## LEVELS OF SERVICE OFFERED

	Tenant Find: 100% of rent (inc. VAT)	Rent collection: 8% of rent (inc. VAT)	Fully managed: 10% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)			✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices		✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Hold keys throughout the tenancy term			✓



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

All below to be quoted individually to the Landlord before any works commence:

- Energy Performance Certificate (EPC)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT)
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide

Landlord Withdrawal Fees (before move-in): £250.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

### START OF TENANCY FEES

Set-up Fees: £12 (inc. VAT) per Landlord (if jointly owned then this is required per individual) to cover AML check.

### CLIENT MONEY PROTECTION:



[www.propertymark.co.uk](http://www.propertymark.co.uk)



### INDEPENDENT REDRESS:



<https://www.tpos.co.uk/>



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### Tailored Packages:

Advert - £200.00 (inc.VAT)  
Viewings - £40.00 per visit (inc.VAT)  
Referencing - £120.00 per person (inc.VAT)  
Preparation of Tenancy Agreement - £250.00 (inc.VAT)  
Inventory - £250.00 (inc.VAT) based on a standard 3 bedroom property  
Deposit bond - £60.00 (inc.VAT)  
Mid-Tenancy Inspection (not managed) - £40.00 per visit (inc.VAT)  
Bond inspection - £300.00 (inc.VAT) based on a standard 3 bedroom property  
Section 13 Rent Increase - £80.00 (inc.VAT)

Landlord Withdrawal Fees (during tenancy): £250.00 (inc. VAT) per tenancy. 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.

Arrangement Fees for works over 10% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Rent & Legal Protection - 12.5% of rent (incl. VAT)

All of the above fully managed service including:

- Loss of rent up to £10,000 per month
- 18 months rental cover
- 3 months post possession rental cover\* at a % depending on level of cover chosen
- Legal costs cover up to £100,000
- Storage costs\*
- 24/7 Legal Helpline
- Legal costs for possession and eviction fully covered
- Professional legal representation and end to end eviction support.

\*Storage costs subject to a maximum spend

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