



CLIENT MONEY PROTECTION (CMP)

PROVIDED BY: NALS

INDEPENDENT REDRESS PROVIDED BY: TPOS

DEPOSIT HELD: DEPOSIT PROTECTION SERVICE (DPS)

www.lesleygreaves.co.uk

FEES TO: LANDLORD

Level of service offered

INTRODUCTION ONLY

£300.00 Inclusive of VAT

INCLUDES

- 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 in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Collect and remit initial month's rent received
- Agree collection of any shortfall and payment method
- Deduct any pre-tenancy invoices
- Make any HMRC deductions and provide tenant with the NRL8 (if relevant)
- Forward The Landlord the tenants Deposit for the Landlord to protect the security deposit with a Government-authorised Scheme

ADDITION OPTIONAL FEES AND CHARGES

ASSURED SHORTHOLD TENANCY AGREEMENT

£60.00 Inclusive of VAT

- Arrange for an assured shorthold tenancy agreement

INVENTORY

£100.00 Inclusive of VAT

- We can arrange for the initial inventory

ENERGY PERFORMANCE CERTIFICATE

£84.00 Inclusive of VAT

- Arrange for an EPC if required to allow the property to be marketed.

GAS INSPECTION

10% of Gross cost

- We can arrange for a gas safety inspection at the beginning of the tenancy if required, we would require to ask the gas inspector for the relevant cost involved

FULLY MANAGED

10% inclusive of VAT

INCLUDES

- 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 in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake one inspection visit per annum and notify landlord of the outcome
- Undertake additional inspections throughout the tenancy if required by the Landlord and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes where possible)
- Register landlord and tenant details and protect the security deposit with the (DPS) Deposit Protection Service
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy
- Conduct a rent review and carry out all paper work

Addition Optional Fees and Charges

MID INSPECTION

£36.00 Inclusive of VAT per inspection

- We would also highly recommend further six monthly inspections throughout the tenancy

Addition Non-Optional Fees and Charges

ENERGY PERFORMANCE CERTIFICATE

£84.00 Inclusive of VAT

- Arrange for an EPC if required to enable the property to be marketed.

INVENTORY, FIRST INSPECTION & END INSPECTION

£136.00 Inclusive of VAT (INVENTORY & FIRST INSPECTION)

£64.00 INCLUSIVE OF VAT (FINAL INSPECTION)

- We will arrange for the initial inventory, one inspection within the first three months of the tenant being in the property and the final inspection when the tenant vacates.

GAS INSPECTION

10% of Gross cost

- An annual landlord's gas inspection is a legal requirement, we can instruct our contractor to carry out an annual inspection where we can forward you a copy of the report, price on request.

ELECTRICAL INSPECTION

10% of Gross cost

- All electrical equipment and permanent electrical installation must comply with Electrical Equipment (Safety) Regulations 1994 and Low Voltage Regulation 1989. We can arrange for our fully qualified engineers to carry inspections on your behalf and as when required, price on request.

LEGIONNAIRES DISEASE

10% of Gross cost

- Landlords who provide residential accommodation, as the person in control of the premises or responsible for the water systems in their premises, have a legal duty to ensure that the risk of exposure of tenants to Legionella is properly assessed and controlled. We can arrange for a Legionella Risk Assessment, price on request.

SMOKE ALARM

10% of Gross cost

- It is also a legal requirement to have a working smoke detector on every floor. Price on request

CARBON MONOXIDE

10% of Gross cost

- It is also a legal requirement to have a working Carbon Monoxide detector where required. Price on request.

COURT ATTENDANCE

£180.00 inclusive of VAT Per day

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

FEES TO: TENANTS

BEFORE YOU MOVE IN

SET UP FEE (TENANTS SHARE)

£180.00 Inclusive of VAT for up to two tenants (Non-Refundable)

- Referencing up to two tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

ADDITIONAL TENANT (TENANTS SHARE)

£36.00 Inclusive of VAT per individual tenant (Non-Refundable)

- Referencing same as above required for two tenants

GUARANTOR FEE

£36.00 Inclusive of VAT (Non-Refundable) per guarantor (if required)

- Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

UPFRONT RENT & DEPOSIT

Rent & Returnable Security Deposit

- One month's upfront rent paid before the tenancy starts and a security deposit equivalent to one month's rent plus £100, which will be held with the (DPS) Deposit protection service and may be returned at the end of the tenancy

PET DEPOSIT

Returnable additional Security Deposit of £100.00 for each pet

- To cover the added risk of property damage. This will be protected with your security deposit in a Government-assured scheme and may be returned at the end of the tenancy

DURING YOUR TENANCY

RENEWAL FEE (TENANTS SHARE)

£36.00 Inclusive of VAT for up to two tenants

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

RENEWAL FEE PER ADDITIONAL TENANT (TENANTS SHARE)

£12.00 Inclusive of VAT per individual tenant

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

OTHER FEES THAT COULD APPLY

REPAIR OR DAMAGE (TENANTS SHARE)

£60.00 Inclusive of VAT

- Should we require to obtain invoices or quotes at the end of the tenancy due to damage from the tenant within the tenancy

NOTIFYING THE UTILITIY COMPANIES (TENANTS SHARE)

£30.00 Inclusive of VAT which will be deducted from the Security Deposit

- At the end of the tenancy should you not notify your utility providers and council tax account we will require to carry this out on your behalf

OUT OF HOURS SERVICE

£20.00 per hour Inclusive of VAT plus any costs incurred

- Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate

UNPAID RENT / RETURNED PAYMENTS

Interest at 3% above the Bank of England Base Rate from due date

PROFESSIONAL CLEANING (IF REQUIRED)

£20.00 Inclusive of VAT per hour which will be deducted from the Security Deposit

- Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy

MISSING KEYS

£10.00 Inclusive of VAT per key which will be deducted from the Security Deposit

- A charge will be made for each missing key that was not returned at the end of the tenancy

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