

# Fees to: Landlords

## Sansome & George

### **Letting Only Service: 10% + VAT (12% INC VAT)\* of rent for the term including any renewal**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)
- Prepare property details, market the property and advertise on relevant portals
- Carry out accompanied viewings
- Negotiate offers and take up references
- Prepare and submit Tenancy Agreement
- Register deposit with the Deposit Protection Scheme where appropriate
- Provide tenant with method of payment
- Remit rent as received
- Deduct commission and any pre-tenancy invoices
- Make any necessary HMRC deduction
- Prepare regular statements
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Negotiate renewal, prepare and submit documentation (fee applies see below)

\* There is a minimum fee £75.00 per month/ term plus a set-up fee of £70.00 + VAT (£84.00 INC VAT) if rent is under £900 per month.

### **Letting & Rent Receipt: 12% + VAT (14.4% INC VAT)\* of rent for the term including any renewal**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)
- Prepare property details, market the property and advertise on relevant portals
- Carry out accompanied viewings
- Negotiate offers and take up references
- Prepare and submit Tenancy Agreement
- Register deposit with the Deposit Protection Scheme where appropriate
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- Deduct commission and any pre-tenancy invoices
- Make any necessary HMRC deduction
- Prepare regular statements
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Negotiate renewal, prepare and submit documentation (fee applies see below)

\* There is a minimum fee £75.00 per month/ term plus a set-up fee of £70.00 + VAT (£84.00 INC VAT) if rent is under £900 per month.

### **Full Management Service: 16% + VAT (19.2% INC VAT)\* of rent for the term.**

- In addition to the Letting, Renewal & Rent Receipt service;
- Arrange Energy Performance Certificate
- Administrate Ground Rent and Service Charges
- Liaise with utility suppliers
- Hold keys throughout the tenancy
- Retain a working fund and deal with day to day management
- Arrange routine repairs and instruct approved contractors (to a maximum of £300)
- Arrange Gas Safety Record, Electrical Installation Condition Report, Portable Appliance Testing, Smoke & Carbon Monoxide (CO) Alarms
- Arrange pre-tenancy cleaning

- Investigate matters relating to the property
- Visit the property every 6 months and notify landlord of outcome
- Provide a Property Management emergency out of hours service
- Agree the checkout date and time with tenant
- Instruct inventory provider to prepare and check inventory with tenant
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties

\* There is a minimum fee £75.00 per month/ term plus a set-up fee of £70.00 + VAT (£84.00 INC VAT) if rent is under £900 per month

Vacant Management Service

Dependent upon landlord requirements: a minimum of £100 + VAT (£120 INC VAT) per Month

Vacant Management Works Fee: 10% + VAT (12% INC VAT) of net cost

Sale of Property Fee: 1.75% + VAT (2.1% INC VAT) of the agreed sale price

### **Additional optional and non-optional fees & charges**

- Renewal of Tenancy Agreement (In the event that the Landlord wants to Extend or Renew the Tenancy) - £120.00 (£144.00 INC VAT)  
Contract negotiation amending and updating terms and arranging a further tenancy and agreement
- Submission of non- residential landlord receipts to HMRC - £50.00 + VAT (£60.00 INC VAT)  
Remit and balance the financial return to HMRC quarterly - and respond to any specific query relating to the return from the landlord or HMRC.
- Arrangement fee for refurbish over £2000 x12% (including VAT) of net cost  
Dealing with insurance claims, liaising with loss adjusters obtaining quotes, organising contractors, arranging access, ensuring work is carried out satisfactorily retaining any warranty or guarantees as a result of any work.
- Duplicate Statements - £25.00 + VAT (£30.00 INC VAT)  
Provide duplicate statement in the event the landlord has lost or can't find the original.
- Cost of Energy Performance Certificate - £60.00 + VAT (£72.00 INC VAT) Source a qualified assessor and arrange access
- Cost of Inventory and Check-In – Varies depending on size of property typical example a 3 bedroom house is £162  
To arrange for a professionally prepared inventory to be made and make arrangements with inventory clerk and tenant to be checked in at start of tenancy
- Court Appearance - £120.00 + VAT (£144.00 INC VAT)  
To make a court appearance provide relevant documents and liaise with solicitor if required
- Service of notices  
Serve Section 13 notice - £120.00 + VAT (£144.00 INC VAT)  
Serve Section 21 notice - £120.00 + VAT (£144.00 INC VAT)
- Additional Property Visit to attend for specific requests such as neighbour disputes, more visits are required to monitor the tenancy, or any maintenance linked visits. £100 + VAT (£120 INC VAT)
- Visit to an Empty Property - £100.00 + VAT (£120.00 INC VAT)  
If the property is sold to an incumbent tenant then a fee of 120% (Including VAT) of the first month's rent becomes payable
- In the event of Termination of the Agency Agreement by the Landlord a fee equal to 120% of 1 Month's Rent( INC VAT) will become due (unless there is a legitimate and enforceable breach of the agreement by the agent).
- Abortive Tenancy Fee (Should you not wish to proceed with a tenancy following acceptance of an offer) £291.67 + VAT (£350 INC VAT) plus out of pocket costs

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