

# LANDLORD FEES



# Arnolds | Keys

SERVICE	LET ONLY	MANAGED (excluding repairs)	FULLY MANAGED
Marketing details and digital photos	✓	✓	✓
Organise a 'To Let' board	✓	✓	✓
Conduct accompanied viewings	✓	✓	✓
Tenant referencing and 'right to rent' checks	✓	✓	✓
Schedule of condition and digital inventory	✓	✓	✓
Meter readings and advising utility companies	✓	✓	✓
Deposit registration, (certificate and prescribed information)	✓	✓	✓
Organising safety compliance certificates	✓	✓	✓
Confirm smoke and carbon monoxide compliance	✓	✓	✓
Drawing up the tenancy agreement	✓	✓	✓
Serving tenants with gas safety, EPC and 'How to Rent' guide	✓	✓	✓
Sign up/check-in with tenants	✓	✓	✓
Hand over keys	✓	✓	✓
Set up rent payments	✓	✓	✓
Field all tenant enquiries		✓	✓
Deal with basic tenant issues		✓	✓
Report maintenance issues to landlord		✓	(n/a)
Periodic property visits		✓	✓
Hold a set of keys		✓	✓
Rent collection		✓	✓
Provide statement of account		✓	✓
Chase late/unpaid rent		✓	✓
Conduct rent reviews		✓	✓
Check annual safety certificates		✓	✓
Handle tenants notice to vacate		✓	✓
Give advice to tenants regarding returning the property and their deposit return		✓	✓
Re-advertise the property to let		✓	✓
Complete the end of tenancy checks		✓	✓
Serve notices (Section 8,13 and 21) as required		✓	✓
Dealing with all maintenance and repairs			✓
Instructing contractors			✓
Paying contractors from rent received			✓

## Service required      Costs

Fully Managed	£360 initial fee per let   15% management fee per month (including VAT)	£48 minimum per month
Managed	£360 initial fee per let   12% management fee per month (including VAT)	£48 minimum per month
Let Only	120% of one month's rent (including VAT). £480 minimum fee.	

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## - Additional Fees -

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Service	Costs
<p><b>Additional Property Visits</b> To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or a maintenance-linked visit.</p>	£120 (inc. VAT) per visit
<p><b>Submission of Non-Resident Landlord Receipts to HMRC</b> 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.</p>	£120 (inc. VAT) quarterly
<p><b>Arrangement Fee for Refurbishments</b> Arranging access and assessing costs with a contractor   Ensuring works are carried out in accordance with the specification of works   Retaining any warranty or guarantee as a result of any works.</p>	£120 (inc. VAT) per hour plus 18% (inc. VAT) of net costs
<p><b>Rent Review Fee</b> Review rent in accordance with current prevailing market condition and advise the landlord   Negotiate with tenant   Direct tenant to make payment change as appropriate   Update the tenancy agreement   Serve Section 13 Notice if tenancy is on a rolling monthly basis</p> <p><b>This is not applicable to landlords who have a fully managed service</b></p>	£120 (inc. VAT)
<p><b>Renewal Fee (Landlord's)</b> Contract negotiation, amending and updating terms and arranging a further tenancy agreement.</p>	£180 (inc. VAT)
<p><b>Service of Notice</b> Including a Section 21 notice</p> <p><b>This is not applicable to landlords who have a fully managed service</b></p>	£120 (inc. VAT)
<p><b>Checkout Fee</b> Negotiate with landlord and tenant any disbursement of the security deposit   Return deposit as agreed with landlord and tenant to relevant parties   Remit any disputed amount to Scheme for final adjudication   Instruct contractors, obtain quotes, organise repairs/replacement/cost of any broken or missing items.</p> <p><b>This is only applicable to landlords with a let only service</b></p>	£120 (inc. VAT) per hour
<p><b>Annual Income and Expenditure Report</b> To assist with landlord returns.</p>	£30 (plus VAT)
<p><b>Court Attendance</b></p>	£120 (inc. VAT) per hour
<p>Any additional ad hoc work requested but not detailed above or covered within the terms of our terms of business or tenancy agreement can be provided at an additional rate.</p>	