

# LANDLORD FEES



Arnolds | Keys

Date last reviewed: May 2019

## SERVICE REQUIREMENTS

At Arnolds Keys we would like to give you the option of how you want to let your property, and your level of involvement. The details of the three service packages we offer are below.

SERVICE	FULLY MANAGED	RENT COLLECTION ONLY	LET ONLY
Advice on rental value	✓	✓	✓
Marketing details and digital photos	✓	✓	✓
Organise a 'To Let' board	✓	✓	✓
Produce a floor plan	✓	✓	✓
Conduct accompanied viewings	✓	✓	✓
Tenant referencing and 'right to rent' checks	✓	✓	✓
Confirm smoke and carbon monoxide compliance (start of tenancy)	✓	✓	✓
Organise safety compliance certificates (start of tenancy)	✓	✓	✓
Drawing up the Assured Shorthold Tenancy (AST) agreement	✓	✓	✓
Provide details to set up rent payments	✓	✓	✓
Serving tenants with gas safety, EPC and 'How to Rent' guide	✓	✓	✓
Deposit registration (certificate and prescribed information), unless Zero Deposit Guarantee option agreed	✓	✓	✓
Sign up/check-in tenants	✓	✓	✓
Hand over the keys	✓	✓	✓
Meter readings and advising utility companies	✓	✓	✓
Re-advertise the property to let	✓	✓	✓
Rent collection	✓	✓	
Provide statement of account	✓	✓	
Chase late/unpaid rent	✓	✓	
Hold a set of keys	✓		
Schedule of condition and inventory	✓	*	*
Periodic property visits	✓	*	*
Conduct annual rent reviews	✓	*	*
Check annual safety certificates	✓	*	*
Serve Notices (Section 8, 13, 48 and 21) as instructed	✓	*	*
Handle tenants notice to vacate	✓		
Give advice to tenants regarding returning the property and their deposit return	✓		
Complete the end of tenancy checks	✓	*	*
Deal with all maintenance and repairs	✓	*	*
Instruct contractors, oversee works	✓	*	*
Pay contractors from managed float or 'on account' funds	✓		
Furnished inventory	*	*	*

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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>	£36 (inc. 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>	