

## FEES TO: LANDLORDS

### LEVELS OF SERVICE OFFERED:

**TENANT FIND: 65% + VAT (78%) of the 1<sup>st</sup> months' rent )**

**INCLUDES:**

- Collect and remit initial month's rent received, collect deposit
- Deduct any pre-tenancy invoices
- Arrange safety testing necessary for the tenancy to commence
- Draft commencing tenancy paperwork including valid tenancy agreement
- Advise all relevant utility providers of changes
- Forward all tenancy paperwork to assist the landlord in the management of the tenancy from the move in date
- Continued support with any questions or advice needed during the tenancy

**RENT COLLECTION: 5% + VAT (6%) of the monthly rent**

**INCLUDES:**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission monthly
- Deduct any pre-tenancy invoices
- Arrange safety testing necessary for the tenancy to commence
- Draft commencing tenancy paperwork including valid tenancy agreement
- Advise all relevant utility providers of changes
- Forward all tenancy paperwork to assist the landlord in the management of the tenancy from the move in date
- Continued support with any questions or advice needed during the tenancy

**FULLY MANAGED: 10% + VAT (12%) of the monthly rent**

**INCLUDES:**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Draft all tenancy paperwork including tenancy agreement
- Advise all relevant utility providers of changes at the beginning and end of the tenancy
- Pay any required bills on the Landlord's behalf, such as building management, insurance, etc...
- Undertake regular routine inspections of the property (1<sup>st</sup> at 3 months, then every 6 months) and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors to quote and carry out works as needed
- Hold keys throughout the tenancy term
- Liaise with tenants before, during, and at the end of the Tenancy
- Negotiate rent increases and tenancy renewals
- Undertake a final inspection of the property and negotiate with the tenants any disbursement of the deposit; organize repairs and replacement cost of any broken or missing items
- Advise on non-resident tax status and HMRC (if relevant)

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

### Tenancy Set-Up Fee (Managed Properties): £165.00 + VAT (£198.00)

- To agree market rent and find a tenant in accordance with the landlords guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property within the office and on relevant property portals
- Erect board outside property (if one is allowed)
- Carry out a detailed Inventory/Schedule of condition of a property with 4 bedrooms or less. Any additional bedrooms will have a surcharge of £25.00 + VAT (£30.00).
- Register deposit with the Deposit Protection Service (DPS) and provide tenant(s) with Prescribed Information within 30 days of start of tenancy

### Inventory Fee (Non-Managed Properties): £75.00 + VAT (£90.00) – Landlord's share per tenancy

- To carry out a detailed Inventory/Schedule of condition of a property with 4 bedrooms or less. Any additional bedrooms will have a surcharge of £25.00 + VAT (£30.00).

### Single Claim Fee: £30.00 + VAT (£36.00)

- To prepare the Deposit Protection Service Single Claim paperwork and attend a solicitor's appointment to have it signed.



*A free, fair and independent service for buyers,  
sellers, tenants and landlords of property in the UK.*

Independent redress provided by:

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IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF OR VISIT [WWW.RAFLATT.CO.UK](http://WWW.RAFLATT.CO.UK)