

***FIELD PALMER PROPERTY MANAGEMENT***  
***LANDLORD FEES – MANAGED***

<p><b>LETTING &amp; MANAGEMENT SERVICE (PER TENANCY)</b></p> <ul style="list-style-type: none"> <li>• Marketing of property within our office, websites, local media &amp; To Let board where allowed</li> <li>• Referencing of each applicant with a reputable agency and prepare tenancy agreements based on this information</li> <li>• Monthly collection of rent and transferring to landlords account, chasing of arrears</li> <li>• Notify utility providers at the start and end of each tenancy</li> <li>• Investigate repairs reported to us and where necessary instruct contractors</li> <li>• Visit the property once in every six months to carry out inspections and report our findings</li> <li>• Serving of notices to bring the tenancy to an end</li> <li>• Carry out final property inspection and negotiate the return of the deposit</li> </ul>	<p style="text-align: right;">£350 fixed fee</p> <p style="text-align: right;">12% of rent £120.00 - Final Inspection Report</p>
<p><b>FIXED TERM EXTENSION (LANDLORDS SHARE PER TENANCY)</b> Arranging and preparing an extension of the original tenancy agreement</p>	<p style="text-align: right;">£108.00</p>
<p><b>ANNUAL DEPOSIT HANDLING (TDS) (PER PROPERTY PER ANNUM)</b> To hold and register deposits with the Tenancy Deposit Scheme</p>	<p style="text-align: right;">£24</p>
<p><b>DEBIT CARD CHARGE (PER TRANSACTION)</b> Payment made by debit card either in the office or by telephone</p>	<p style="text-align: right;">55p</p>
<p><b>CREDIT CARD CHARGE (PER TRANSACTION)</b> Payment made by credit card either in the office or by telephone 1.8% charge of total paid For example - £500 due + 1.8% = £509 total</p>	<p style="text-align: right;">Dependant on amount due</p>

***LANDLORD FEES – TENANT FIND SERVICE***



<p><b>LETTING &amp; TENANT FIND SERVICE (PER TENANCY)</b></p> <ul style="list-style-type: none"> <li>• Set up fee of two weeks rent, minimum £420. Calculated as rent x 12, divided by 52, x 2 weeks, plus 20% VAT</li> <li>• Marketing of property within our office, websites, local media &amp; To Let board where allowed</li> <li>• Referencing of each applicant with a reputable agency and prepare tenancy agreements based on this information</li> <li>• Complete a standing order mandate with the Tenant and post to the bank for processing for monthly rent payments to be sent direct to the Landlord</li> <li>• Notify utility providers at the start and end of each tenancy</li> </ul>	<p style="text-align: right;">Dependant on rent amount</p>
<p><b>ANNUAL DEPOSIT HANDLING (PER PROPERTY PER ANNUM)</b> To hold and register deposits with the Tenancy Deposit Scheme</p>	<p style="text-align: right;">£42</p>
<p><b>END OF TENANCY CHECK OUT (PER TENANCY)</b> To carry out a final property inspection and inventory check at the end of a tenancy and report our findings to you. We are unable to dispose of the deposit without the written consent of both parties.</p>	<p style="text-align: right;">£120</p>
<p><b>DEBIT CARD CHARGE (PER TRANSACTION)</b> Payment made by debit card either in the office or by telephone</p>	<p style="text-align: right;">55p</p>
<p><b>CREDIT CARD CHARGE (PER TRANSACTION)</b> Payment made by credit card either in the office or by telephone 1.3% charge of total paid For example - £500 due + 1.3% = £506.50 total</p>	<p style="text-align: right;">Dependant on amount due</p>

***FIELD PALMER PROPERTY MANAGEMENT  
LANDLORD FEES – OPTIONAL EXTRAS***

**INVENTORY**

<b>Property Size</b>	<b>Studio</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>5 Bed</b>
Unfurnished	£100	£130	£150	£170	£220	£250
Part or Fully Furnished	£120	£150	£170	£190	£240	£270

	£54
<b>ENERGY PERFORMANCE CERTIFICATE (PER PROPERTY)</b> To arrange for EPC to be carried out if one not already in place or due to be updated	£99 (UP TO 3 BEDS) £120 (4 BED PLUS)
<b>RENT RECOVERY PLUS (PER PROPERTY)</b> To arrange with Hazelton Mountford a rent warranty. Full details provided within our brochure	£180.00
<b>DOWNLOAD APPLIANCE MANUALS (PER MANUAL)</b> To download and supply appliance manuals to tenants when necessary if not already provided by the landlord	£5

<b>Client Money Protection provided by RICS</b>	 <b>RICS</b>
<b>Independent Redress Scheme provided by TPO</b>	

*For full details available, please ask for a copy of our brochure*