

Fees to Landlords

	Fully Managed	Rent Collection	Find a Tenant	Marketing only
Management Charge or set up fee (includes items marked ✓)	12% of rent (inc VAT) 2 weeks rent plus VAT (subject to a minimum fee of £350 (inc VAT)) Example £750 rent x 12 divided by 52 x 2 plus 20% = £412.39	10% of rent (inc VAT) 2 weeks rent plus VAT (subject to a minimum fee of £350 (inc VAT)) Example £750 rent x 12 divided by 52 x 2 plus 20% = £412.39	2 weeks rent plus VAT (subject to a minimum fee of £420 (inc VAT)) Example £750 rent x 12 divided by 52 x 2 plus 20% = £412.39	£150.00 (inc VAT)
Free Market Appraisal	✓	✓	✓	✓
Agree the market rent and find a tenant in accordance with the landlord guidelines	✓	✓	✓	✓
Advise on refurbishment	✓	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990	✓	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓	
Applicant referrals via email				✓
Accompanying Viewings	✓	✓	✓	
Tenancy Agreement included	✓	✓	✓	£180.00 (inc VAT)
Inventory & Schedule of condition	Please see separate document	Please see separate document	Please see separate document	Please see separate document
Notifying utilities at the beginning and end of tenancies	✓	✓		
TDS Registration and Security deposit to be held by Field Palmer as a stakeholder	£24.00 (inc VAT)	£24.00 (inc VAT)	£42.00 (inc VAT)	£42.00 (inc VAT)
Monthly rent collection and transfers	✓	✓		
Regular property inspections and reports	✓	£60.00 (inc VAT) per Inspection		
Arranging property repairs	✓			
Paying property related bills	✓			
No renewal commission	✓	✓		
Renewal Fee (landlords share including Deposit registration where required) Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	£90.00 (inc VAT)	£90.00 (inc VAT)	£180.00 (inc VAT)	
Service of renewal notices	✓	✓	See above	
Service of legal notices to bring the tenancy to an end, as instructed	✓	✓	£90.00 (inc VAT)	£90.00 (inc VAT)
Checkout Fee (landlords share) Agree with tenant check out date and time appointment, instruct inventory provider to attend, 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, unprotect security deposit, instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items	✓	✓		
Checkout Report Only	£120.00 (inc VAT)	£120.00 (inc VAT)	£120.00 (inc VAT)	£120.00 (inc VAT)
Rent Guarantee Policy	from £180.00 inclusive of IPT	from £180.00 inclusive of IPT	from £180.00 inclusive of IPT	from £180.00 inclusive of IPT
Copying Documents - cost of copying documents including inventories and the production of ad-hoc statements	£30.00 (inc VAT)	£30.00 (inc VAT)	£30.00 (inc VAT)	£30.00 (inc VAT)
Court Attendance	£60.00 (inc VAT) per half day	£60.00 (inc VAT) per half day		
We can assist with negotiation of new terms and deposit release at extra cost (please call for details)	✓	✓	£75.00 (inc VAT) per hour	