

Landlord

Lettings price list

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LANDLORD FEE(S)	Price Including VAT
Tenancy Set-up fee Fully Managed & Rent Collection <i>Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; Advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals. Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status and HMRC (if relevant)</i>	60% of the first Months' rent
Fully Managed Management Fee <i>Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors. Hold keys throughout the tenancy term. Make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i>	13.8% pcm
Prepare & Serve Rent Increase Fully Managed <i>To review the rent, produce and serve the Section 13 Rent Increase Notice</i>	£75.00
Preparation of Section 13 on a Tenant Find/Let Only <i>This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf</i>	£120.00
Landlord Sanctions Check <i>To conduct due diligence checks for anti-money laundering requirements</i>	£24.00 per person
Tenancy Set Up Fee Tenant Find/Let Only <i>Agree the market rent & find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals. Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status & HMRC (if relevant). Collect & remit initial months' rent received, agree collection of any shortfall and payment method. Provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i>	1 months' rent
Deposit Registration Fee <i>All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorised Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy</i>	£75.00
Tenancy Agreement Let Only / Renewal Fee if Fully Managed <i>Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.</i>	£150.00
Withdrawal Fee - <i>If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.</i>	£300.00
Quarterly Submission of Non-Resident to HMRC <i>This fee is charged 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. An Annual submission is also required.</i>	£60.00 annually
HMRC Compliance - <i>At your request, to issue a statement & receipts for your annual tax return</i>	£60.00 annually
Making Tax Digital - <i>If you are required to submit your returns under the MTD requirements, we can provide you with access to third party MTD compatible software, to complete your quarterly returns, and we can supply all your quarterly income and expenditure into the platform</i>	£144.00 annually
Rent Guarantee - <i>We will arrange a Rent & Legal Protection policy appropriate to each tenancy's circumstances.</i>	£36.00 monthly
Notices - <i>we will serve or arrange to serve any relevant notices</i>	£48.00 per Notice
Care-Taking Service; <i>Per visit for visiting and checking the Premises during void periods</i>	£24 per service Fully MGD £36 Let Only
Country Properties Flitwick Lettings Office is part of a Client Money Protection Scheme This Lettings Office is part of The Property Ombudsman Redress Scheme	



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Preparation of documents for dispute adjudication or Court proceedings <i>Collation & reproduction of copy documents including tenancy, references, deposit, inventory, contemporaneous system notes etc</i>	£240.00
Court Attendance - To attend with and/or represent you in Court – eg; eviction of tenant(s). <i>Expenses would include travel, accommodation and parking where applicable</i>	£240.00 + expenses
Drawing up of documentation if not included in Service level	£120.00
Safety Requirements;	
EPC To arrange access and retain certificate	£110.00
Gas Safety Cert/Check To arrange access and retain certificate	£108.00
Smoke/Carbon Monoxide alarm installation Arranging the installation of the smoke and carbon monoxide alarms	POA
Smoke/Carbon Monoxide alarm checks/Let Only - To check alarms on the first day of the Tenancy	£30.00
Portable Appliance Test (PAT) To arrange access and retain certificate	POA
Legionnaires Risk Assessment To arrange access and retain certificate	£108.00
EICR (electrical installation condition report) To arrange access and retain certificate	£288.00
Changing light bulbs - This fee covers the cost for time to arrange for light bulbs to be installed or replaced through no fault of any tenants, where not supplied by landlord or at additional request.	POA plus cost of bulbs
Key cutting - This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.	£12.00 plus cost of key
Pre or Post Tenancy Work Arrangement /Let Only Fee for time spent in arranging quotes & organising repairs, prior to the letting of the Premises	£24 per quote
Project management of major building works	£300.00
Provision of duplicate documents or statements	£12.00
Early termination of management service with a sitting tenant	One month's rent
Administration charge for additional services carried out upon your written request	£36 per service
Check-In – to arrange key release, signing inventory & checking smoke alarms on first day of tenancy	£30.00
Per Inventory Fully Managed and Let Only	
1 bedroom	£120.00
2 bedrooms	£135.00
3 bedrooms	£160.00
4 bedrooms or more	£190.00
Check Out Fee Fully Managed and Let Only	
1 bedroom	£100.00
2 bedrooms	£115.00
3 bedrooms	£130.00
4 bedrooms or more	£145.00
Damage dispute negotiation – we will advise on the strength of any claim against the tenant's security deposit and liaise between you and the tenant in the event of a dispute, to negotiate an acceptable resolution	£54.00
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