



## FEES TO LANDLORDS

**Independent Redress:**



# FEEES TO LANDLORDS



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Level of service offered

**TENANT FIND:** 9% of rent inc VAT (this equates to 7.50% plus VAT)

INCLUDES:

- Collect and 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 and provide tenant with the NRL8 (if relevant)
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**RENT COLLECTION:** 12% of rent inc VAT (this equates to 10% plus VAT)

INCLUDES:

- Collect and remit the monthly rent received
  - Deduct commission and other works
  - Pursue non-payment of rent and provide advice on rent arrears actions
  - Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
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**FULLY MANAGED:** 14% of rent inc VAT (this equates to 11.67% plus VAT)

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
- Advise all relevant utility providers of changes
- Undertake property inspection visits every 6 months and notify the landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)



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## Additional fees and charges (irrespective of level of service)

### SETUP FEE (LANDLORDS' SHARE): £120 (inc VAT)

- Agree the 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 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)
- Preparation of your tenancy agreement

### INVENTORY FEE (LANDLORD'S SHARE) see attached schedule

- Dependent on the number of bedrooms and/or size of the property and outbuildings

### DEPOSIT REGISTRATION FEE: £30 per annum (inc VAT)

- Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

### ADDITIONAL PROPERTY VISITS: £48 (inc VAT)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

### SUBMISSION OF NON-RESIDENT LANDLORD RECEIPTS TO HMRC: £48 (inc VAT) quarterly

- 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

### ARRANGEMENT FEE FOR WORKS OVER £500 12% of net cost

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

### RENEWAL FEE (LANDLORD'S SHARE): £120 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

### COURT ATTENDANCE: £60 (inc VAT) per hour £100 (inc VAT) for preparation of court paperwork

### RENT REVIEW FEE: FREE

- 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

### CHECKOUT FEE: FREE

- 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

### WE ALSO DO NOT CHARGE FOR THE FOLLOWING:

- Tenancy deposit dispute resolution
- Arrangement of key cutting
- Progressing insurance claims
- Providing paperwork to solicitors
- Comprehensive annual income and expenditure reports suitable for tax returns

We do not handle any client money; this is dealt with by a third party provider who has full client money protection – details on request. Any security deposits held would be registered with MyDeposits protection scheme.



### **Furnished properties**

Size	Compilation Inc. vat	Check in Inc. vat	Check out Inc. vat
1 bed//studio	132.00	99.00	132.00
2 bed	158.40	112.20	158.40
3 bed	198.00	151.80	198.00
4 bed	224.40	165.00	224.40
5 bed	250.80	191.40	250.80

### **Unfurnished properties**

Size	Compilation Inc. vat	Check in Inc. vat	Check out Inc. vat
1 bed//studio	99.00	85.80	99.99
2 bed	112.20	99.00	112.20
3 bed	151.80	125.40	151.80
4 bed	178.20	151.80	178.20
5 bed	204.60	171.60	204.60

### **Additional Charges**

- a call out fee of £50 plus VAT is levied for missed or aborted jobs
- for properties that are larger and/or heavily furnished a separate price will be negotiated
  - there is Sunday and Bank Holiday surcharge of £50 plus vat per job

### **For your Reference**

- an inventory originally created by Chase Inventory Services is automatically updated each time a check in takes place by Chase. This is included in our check in fee.
  - electronic copies of the latest revisions are held by Chase
- please note that for private landlords we will not release paperwork until payment is received