NIGEL BRIGGS & Co

Rushbrook & Rathbone
At the Heart of Property Management

FEES TO LANDLORDS

Client Money Protection provided by:

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Independent Redress:

The Property Ombudsman
LETTINGS

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Level of service offered

TENANT FIND:
12% of rent (inc VAT) min £600

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)

RENT COLLECTION:
14.4% of rent (inc 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)

FULLY MANAGED:
15.6% of rent (Inc 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 two inspection visits per annum and notify 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 non-optional fees and charges (irrespective of level of service)

SETUP FEE (LANDLORD'S SHARE): £270 (inc VAT)
- 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
- 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)

INVENTORY FEE (LANDLORD'S SHARE)
- Dependent on the number of bedrooms and/or size of the property and outbuildings, varies from £90 to £400

DEPOSIT REGISTRATION FEE: £48 (inc VAT)
- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

ADDITIONAL PROPERTY VISITS: £72 (inc VAT)
- For specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

SUMISSION OF NON-RESIDENT LANDLORDS RECEIPTS TO HMRC: £150.00 (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 UP TO £1000 2% 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

ARRANGEMENT FEE FOR REFURBISHMENTS OVER £1000
10% 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

OBTAINING MORE THAN TWO CONTRACTOR QUOTES:
£24.00 (inc VAT) per quote

RENT REVIEW FEE: £24.00 (inc VAT)
- 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

RENEWAL FEE (LANDLORD'S SHARE): £42.00 (inc VAT)
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

CHECKOUT FEE (LANDLORD'S SHARE): from £78 to £312 (inc VAT)
- 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

COURT ATTENDANCE: £72.00 (inc VAT) per hour + travel @ cost