R WHITLEY Est. 1938 & CO

www.rwhitley.co.uk

Client Money Protection:

RICS®

Independent Redress:

The Property Ombudsman

FEES TO LANDLORDS

propertymark

Level of service offered

TENANT FIND:
12% of annual rent (inc VAT)

Please note: Our fee is negotiable & is a one-off charge for finding a tenant (deducted from monies collected). The fee will be less if the tenancy is for 6 months or less; please ask for further details.

INCLUDES:

- Marketing the property
- Obtaining references
- Preparing and executing the tenancy agreement
- Collecting the first month's rent and deposit
- Providing the tenant with details for future rent payments
- Deducting any pre-tenancy invoices
- Advising the relevant utility providers and council tax of the changeover

MANAGEMENT:
6% of rent (inc VAT)

Additional on-going charge to manage the property (deducted from rent collected)

INCLUDES:

- Registering the deposit
- Collecting the monthly rent
- Pursuing non-payment of rent and providing advice on rent arrears actions
- Arranging routine repairs
- Paying any expenses from the rent
- Inspecting the property periodically
- Dealing with HMRC for non-resident landlords including tax payments if appropriate
- Serving notice at the end of the tenancy if required

PLEASE NOTE: Our fee increases to 9% of rent (inc VAT) if the tenant stays on past the original fixed term

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Additional non-optional fees and charges (irrespective of level of service)

Initial inventory fee (inc VAT)	Unfurnished	Furnished
Studio	£90.00	£110.00
One bedroom property	£115.00	£130.00
Two to three bedroom property	£150.00	£170.00
Four + bedroom property	To be assessed according to the size of the property	

- Preparing an initial inventory for the property

Subsequent inventory fee - £60.00 (inc VAT)
- Updating the inventory for a new letting

Energy Performance Certificate - £90.00 (inc VAT)
- Obtaining an Energy Performance Certificate for the property

Arrangement fee for refurbishments over £3,000 - 12% (inc VAT) of net invoice cost
- Drawing up specification of works and obtaining quotes
- Overseeing works
- Arranging for settlement of invoices

Additional routine property inspections (managed properties) - £12.00 (inc VAT) per visit
- Carrying out additional routine inspections above our standard periodic management inspections (usually half yearly), for example if monthly inspections are required for insurance purposes

Tenancy renewal fee - £65.00 (inc VAT) for managed properties

Tenancy renewal fee - £132.00 (inc VAT) (for non-managed properties)
- Reviewing the rent and advising the landlord
- Negotiating with the tenant
- Preparing and executing a new tenancy agreement

Checkout fee (managed properties only) - £65.00 (inc VAT)
- Agreeing hand back arrangements with the tenant
- Checking the property in accordance with the inventory
- Negotiating any disbursement of the security deposit
- Returning the deposit as agreed
- Remitting any disputed amount to the deposit scheme for final adjudication
- Unregistering the deposit
- Instructing contractors, obtaining quotes, organising repairs/replacement/cost of any broken or missing items

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF