

FEES TO: LANDLORD



Independent redress provided by – Property Redress Scheme – www.theprs.co.uk

Bridgit Knowles Ltd is an ARLA licenced Member www.arla.co.uk

Client Protection (CMP) provided by ARLA.

	Online Service	Letting Only	Rent Collection	Fully Managed
Free market appraisal	√	√	√	√
Photography & prepare Property details	√	√	√	√
Arrange EPC & Floorplans * (if applicable)	√	√	√	√
Advice on legal requirements	√	√	√	√
Online marketing on our website and Rightmove	√	√	√	√
Assessing tenant enquiries	√	√	√	√
Telephone interview of prospective tenants	√			
Arrange viewings		√	√	√
Forward details of suitable tenant to you to arrange a viewing	√			√
Negotiate offers from any prospective tenant		√	√	√
Interview prospective tenant		√	√	√
Comprehensive referencing, sent to you for approval		√	√	√
Supply of appropriate Tenancy Agreement *	√	√	√	√
Register the deposit with www.depositprotection.com *	√	√	√	√
Inventory & Schedule of Condition*		√	√	√
Check in *		√	√	√
Provide utility companies with meter readings		√	√	√
Arrange for check out to be completed		√	√	√
Negotiate between landlord and tenant to agree any deductions from the deposit			√	√
Serving of notices *	√	√	√	√
Arrange for collection of rent			√	√
Collect first months rent		√		
Provide regular statements			√	√
Make any deductions relevant to HMRC			√	√
Chase any outstanding rent			√	√
Advice on rent arrears actions			√	√
Negotiate renewal documents *			√	√
Carry out visits – normally a minimum of twice per year				√
Arrange for maintenance issues reported to be rectified				√
Hold a float of £250 to cover repair costs				√
Approve supplier invoices				√
Arrange for pre tenancy clean				√

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Arrange annual gas safety record and portable appliance testing				√
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* Additional fees apply

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£360.00 inc vat	60% (inc vat) of the first months rent	7.8% inc vat of rent for the term including any renewal	10.8% inc vat of rent for the term including any renewal

Additional optional and non optional fees & charges	
Setup fee (landlords share)	£180.00 inc vat
Inventory fee (Dependent on the no. of bedrooms and size of the property)	Minimum of £102.00 inc vat Maximum of £420.00 inc vat
Check in fee (Dependent on the no. of bedrooms and size of the property)	Minimum of £48.00 inc vat Maximum of £180.00 inc vat
Deposit registration fee Register landlord and tenant details and protect the security deposit with a Government authorised scheme Provide the tenant with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	£30.00 inc vat
Additional property visits To attend for specific request such as neighbour disputes, more visits are required to monitor the tenancy, or any maintenance-linked visits.	£60.00 inc vat
Submission of non-resident landlords receipts for HMRC 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	£120.00 inc vat quarterly per landlord
Arrangement fee for refurbishments over £1000 Arranging access and obtaining estimates / quotes for approval 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 Should quotations be arranged and landlord instructs works Should quotations be arranged but no work instructed	6% inc vat of net cost £600.00 inc vat £90.00 inc vat
Insurance claims To assist you with an insurance claim in respect of the property	£90.00 inc vat
Renewal Fee (landlords share) Contract negotiation, amending and updating terms and arrange a further tenancy agreement or extension document	£120.00 inc vat
Serving of notices Serve Section 21 Notice	£60.00 inc vat
Court attendance fees	£120.00 inc vat per hour
Interest on unpaid commission or other monies due at 3% above the base rate of Barclays Bank Plc	

If you have any questions on our fees please ask a member of staff