



FEES TO: LANDLORDS

www.yourcityproperty.com

LANDLORD FEE's and Level of Service Offered:

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA

INDEPENDENT REDRESS
PROVIDED BY: TPOs



Let only (or Tenant find): 10% (including VAT)

- Comprehensive marketing of your property using every major property portal in addition to our own niche client base offered through our relocation department
- Contacting (phone, email and sms) and qualifying our database of applicants suitable for your property
- Booking of viewings with suitable applicants and negotiating offers
- Negotiating the tenancy terms (i.e. Rental amount, length of agreement and any break clauses, finalising any special conditions or additional requirements)
- Fully referencing suitable tenants (this process includes credit checks, immigration checks, prior landlord & employment references for tenants and any guarantors if required)
- Drawing up appropriate Tenancy Agreement and arranging signing of the agreement with all tenants (and Guarantors if required)
- Checking of legal documents and requirements for the move in
- Collecting initial months' rent and deposit (usually 6 weeks rent equivalent), and remit less deduction of agreed fees
- Informing tenants of their obligations under the tenancy & providing them with contact details and method of payment
- Arranging Check In/Out and Inventory (optional services for Let Only Landlords):
(Please see the "ADDITIONAL FEES AND CHARGES" section below for full costs)

Rent Collection: 12% (including VAT)

All the services under the Let only (Tenant find) package are included. IN ADDITION we will be:

- Collecting and remitting the rent received
- Pursuing non-payment of rent and provide advice on rent arrears actions
- Deducting commission fees and other works as agreed
- Making any HMRC deduction and provide tenant with the NRL8 (if relevant)

Full Management: 15% (including VAT)

All services under the Let only (or Tenant find) and Rent Collection Packages are included. IN ADDITION we will be:

- Dealing with all tenant queries and issues, providing comprehensive service where we take away the time and effort involved in managing tenants.
- Arranging initial visits follow up quotes/estimates, ensuring access via Tenant or keys as necessary and for organising the arrangements for the contractor to carry out the work.
- Arranging repairs and instructing contractors in accordance with agreement (only once authorisation by Landlord). We aim to get more than one quote for each repair job from different contractors (or handyman depending on the complexity of the repair) and present that to Landlord for approval and choice. We give the option for the Landlord to pay directly to contractor or we can pay contractor and deduct the cost from the rent.
- Liaising with tenants to ensure smooth progression of tenancy
- Arranging Check In, Check Out and Inventory report
- Organising visual inspections as required assessing the condition of property and reporting back to landlord

Premier Management: 17.4% (including VAT)

All services under the Let only (or Tenant find), Rent Collection and Full Management Packages are included. IN ADDITION following services are provided for free with Premier Management:

- Rent Warranty and Legal Expenses Cover for the duration of the tenancy, providing rental warranty and legal support to gain vacant possession in the event of tenant non-payment of rent or other tenant breaches.
- Deposit Registration
- Check in and check out
- Inventory
- Visual Inspections (Quarterly or as required)



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ADDITIONAL FEES AND CHARGES

Renewal Fee: Same percentage as initial Fee payable and as indicated on the terms of business (i.e. depending on which service the Landlord has chosen)

-Contract negotiation, including rent review, and arranging a renewal/extension to the initial tenancy term.

Deposit Registration Fee: £336 (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 and arrange for the deposit management at the end of the tenancy including negotiation between both parties in order to find a mutual resolution.

-An additional fee will apply for any dispute management to include provision of evidence to relevant scheme and handling of outcome: £180 (incl VAT)

(Please note Deposit registration is included for free with the Premier Management Package)

Inventory Fee: (optional for Let Only and Rent Collection Services and offered Free of charge for Management Service). Depends on the number of bedrooms and/or size of the property and outbuildings

Studio	£78
1 bed	£96
2 bed	£114
2 bed	£129
3 bed	£144
4 bed	£159
5 bed	£174
6 bed	£190
7 bed+	£220

(Please note Inventory is included for free with the Premier Management Package)

Visual Inspection fees: £48 (inc VAT)

-To attend in order to document the condition of the property. Charge is per visit and these are conducted quarterly or as required.

(Please note Visual Inspections are included for free with the Premier Management Package)

Check in Fee: (£78 including VAT) and **Check out Fee:** (£78 including VAT)

-Agree with tenant check in and out dates and times

-Agree with landlord and tenant any disbursement of the security deposit

-Return deposit as agreed with landlord and tenant to relevant parties (where applicable)

-Remit any disputed amount to Scheme for final adjudication (where applicable)

-Unprotect security deposit (where applicable)

(Please note Check-in and Check-out services are included for free with the Premier Management Package)

EPC Fee: £102.00 (including VAT)

Gas Safety Fee: £102.00 (including VAT)

Emergency Repair Fee/Fund: £180 (including VAT)

-We will keep this emergency fund, and it will be fully refunded at the end of the tenancy, if no emergency repairs or call outs have taken place.

Rent Warranty and Legal Expenses Cover Fee: £25.00 (including VAT) per month for the duration of the tenancy.

-Provides rental warranty and legal support to gain vacant possession in the event of tenant non-payment of rent or other tenant breaches (terms and conditions apply and available on request).

(Please note that the Rent Warranty and Legal Expenses Cover Fee is included for free with the Premier Management Package)

Floor-plan fee's: £72 (including VAT)