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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
PROVIDED BY: **TPOs**



FEES TO: LANDLORDS

www.robertcooney.co.uk

LEVEL OF SERVICE OFFERED:

Tenant find: 60% of rent (Inc VAT)	Rent collection: 9.6% of rent (Inc VAT)	Fully managed: 14.4% of rent (Inc VAT)
<p>INCLUDES:</p> <ul style="list-style-type: none"> Find a tenant Carry out accompanied viewings Market the property and advertise on relevant portals Provide advice on compliance Collect and remit initial months' rent received Provide tenant with method of payment Deduct any pre-tenancy invoices Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> Find a tenant Carry out accompanied viewings Market the property and advertise on relevant portals Ensure the Landlord complies with their Statutory Obligations Collect and remit the monthly rent received Pursue non-payment of rent and provide advice on rent arrears actions Complete check-out at the end of the Tenancy and negotiate on deposit deductions Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> Find a tenant Carry out accompanied viewings Market the property and advertise on relevant portals Ensure the Landlord complies with their Statutory Obligations Collect and remit the monthly rent received 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)

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (Rent Collection & Fully Managed):

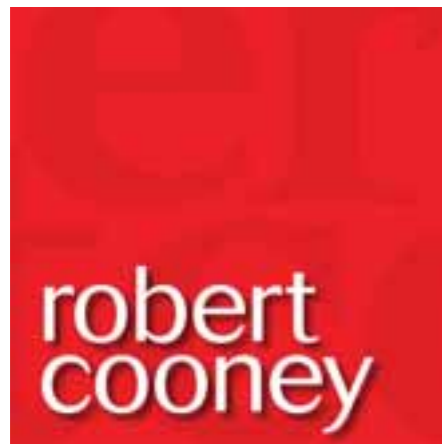
- Setup Fee (Landlords Share): £270(inc VAT)
- Agree the market rent and find a tenant in accordance with the landlord guidelines;
 - Advise on refurbishment
 - Provide guidance on compliance with statutory provisions and letting consents
 - Provide Tenancy Agreement
 - Registration of Deposit in line with current statutory requirements
 - Provision of Inventory
 - Advise on non-resident tax status and HMRC (if relevant)

...(continued)



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (All Services):

Deposit Registration Fee: (Tenant Find Service only)	£30 (inc VAT)
<ul style="list-style-type: none"> 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:	£60 (inc VAT)
<ul style="list-style-type: none"> To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit 	
Inventory (Tenant Find Service only):	At Cost + 12% (inc VAT)
Submission of non-resident landlords receipts to HMRC	£180 (inc VAT) annually
<ul style="list-style-type: none"> 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 (inc VAT)
<ul style="list-style-type: none"> 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 	
Rent Review Fee	£60 (inc VAT)
<ul style="list-style-type: none"> 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 (landlords share)	£60 (inc VAT)
<ul style="list-style-type: none"> Contract negotiation, amending and updating terms and arranging a further tenancy and agreement 	
Check Out Fee (Tenant Find Service only)	£90 (inc VAT)
<ul style="list-style-type: none"> 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 	
Preparation of Legal Notices (Tenant Find & Rent Collection Services only):	£60 inc VAT (plus mileage at £0.40p per mile)

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

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