

FEES TO LANDLORDS

Set-Up Fee:

- 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 & Country Planning Act 1990.
- Advise on non-resident tax status and HMRC (if relevant).

Fee dependent on level of service - see below

Tenant Find Only: 50% of one month's rent (inc VAT)

- 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)

Rent Collect: £300 inc VAT set up fee plus 8.5% rent collect fee inc VAT

- 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: £300 inc VAT plus 12% full management fee inc VAT

- 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 3 or 4 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)

Fully Managed + Rent Guarantee: £300 inc VAT plus 14% full management fee inc VAT

- All the services of Fully Managed plus Rent Guarantee

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)

Deposit Registration Fee:

To register landlord and tenant details, and protect the security deposit with a Government-authorised scheme.
£12 inc VAT

Additional Property Visits:

To attend for specific requests, such as neighbour disputes; monitor the tenancy for possible breaches; any maintenance-linked issues.
£30 inc VAT

Sparks Ellison Ltd are members of NFoPP Propertymark Client Money Protection Scheme

Rent Review Fee:

- Review rent in accordance with current prevailing market conditions and advise the landlord.
- Negotiate with tenant.
- Direct tenant to make payment change as appropriate.
- Update the Tenancy Agreement.
- Serve Section 13 Notice.

£60 inc VAT

Renewal Fee (landlord share):

Contract negotiation, arrange a further fixed term, and draw up an amended Tenancy Agreement.
£60 inc VAT

Court Attendance Fee:

£60 per hour inc VAT

Evidence Pack for disputed deposit claims:

£75 inc VAT

Inventory Fee:

Outsourced to an independent inventory clerk. Price dependent on the number of bedrooms and / or size of property. See schedule below.

Rental Value of Unfurnished Property	Inventory Compilation
£600 pcm to £799 pcm	£90 (no VAT)
£800 pcm to £999 pcm	£100 (no VAT)
£1000 pcm to £1299 pcm	£140 (no VAT)
£1300 pcm to £1999 pcm	£200 (no VAT)
£2000 pcm to £3000 pcm	£275 (no VAT)

Rental Value of Furnished Property	Inventory Compilation
£600 pcm to £799 pcm	£115 (no VAT)
£800 pcm to £999 pcm	£135 (no VAT)
£1000 pcm to £1299 pcm	£175 (no VAT)
£1300 pcm to £1999 pcm	£250 (no VAT)
£2000 pcm to £3000 pcm	£345 (no VAT)