

## FEES TO LANDLORDS

Set-Up Fee services include:

- 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.

**The level of fee is dependent on level of service - see below**

**Tenant Find Only: 60% of one month's rent inc VAT (min fee of £600)**

- Collect and remit initial months' rent received
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices

**Rent Collect: £360 inc VAT set up fee plus 8.5% rent collect fee inc VAT (min fee of £75)**

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions

**Fully Managed: £300 inc VAT plus 12% full management fee inc VAT (min fee of £102)**

- 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

**Fully Managed + Rent Guarantee: £300 inc VAT plus 14% full management fee inc VAT (min fee £120)**

- All the services of Fully Managed plus Rent Guarantee

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

Inventory	See schedule
Check-out report at the end of the tenancy	See schedule
Gas Safety check & certificate	£72 (inc VAT)
EICR (Electrical Installation Condition Report)	See schedule below
EPC (Energy Performance Certificate), floorplan & photos outsourced to Nichecom & invoiced direct to Landlord	£108 (inc VAT)
Withdrawal by Landlord (after tenant references completed)	Repayment of tenant expenses as appropriate
Additional property visits	£50 (inc VAT)
AST renewal fee	£108 (inc VAT)
Court attendance	£120 per hour (inc VAT)
Forwarding Mail	Postal Cost

## Inventory Fee:

Rental Value	Unfurnished	Furnished
£600 pcm to £799 pcm	£78 (inc VAT)	£90 (inc VAT)
£800 pcm to £999 pcm	£90 (inc VAT)	£102 (inc VAT)
£1000 pcm to £1299 pcm	£108 (inc VAT)	£126 (inc VAT)
£1300 pcm to £1999 pcm	£126 (inc VAT)	£150 (inc VAT)
£2000 pcm to £3000 pcm	£174 (inc VAT)	£210 (inc VAT)

## Check Out Fee:

Rental Value	Unfurnished	Furnished
£600 pcm to £799 pcm	£78 (inc VAT)	£90 (inc VAT)
£800 pcm to £999 pcm	£90 (inc VAT)	£102 (inc VAT)
£1000 pcm to £1299 pcm	£108 (inc VAT)	£126 (inc VAT)
£1300 pcm to £1999 pcm	£126 (inc VAT)	£150 (inc VAT)
£2000 pcm to £3000 pcm	£174 (inc VAT)	£210 (inc VAT)

## Electrical Installation Condition Report:

1 – 3 bedroom	£150 (inc VAT)
4 bedroom	£175 (inc VAT)
5 – 6 bedroom	£200 (inc VAT)

**Sparks Ellison Ltd are members of NFOPP Propertymark Client Money Protection Scheme**