

Russell & Butler

independent letting agents

Tel: 01280 815999

www.russellandbutler.com

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

CLIENTMONEYPROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENTREDRESS
PROVIDED BY: TPOs



FEES TO:LANDLORDS

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LEVEL OF SERVICE OFFERED:

RENT COLLECTION 12 %OF RENT PCM
(10% PLUS VAT)

FULLY MANAGED 14.4% OF RENT PCM
(12% PLUS VAT)

INCLUDES:

- Preparing property particulars with digital photos & marketing the property, accompanied viewings.
- Conduct professional independent reference checks on tenants.
- Arrange for tenancy agreements to be prepared.
- Arrange for collection of first months rent & damages deposit.
- Arrange for the tenants to visit the office on the day the tenancy commences to collect all paperwork and keys, where the Landlord requires this.
- Advise all relevant utility providers of changes of occupation.
- Collect and remit the monthly rent received with an email statement of account.

INCLUDES EVERYTHING PROVIDED IN OUR LET ONLY SERVICE TOGETHER WITH THE FOLLOWING:-

- Pursue non-payment of rent and provide advice on rent arrears actions.
- Deduct commission and invoices from rent received.
- Undertake quarterly property visits within the first 12 months of the tenancy, changing to 6 monthly thereafter and emailing a detailed report.
- Arrange routine repairs and instruct approved contractors where instructed, unless in an emergency where we will proceed with any urgent required works and settle invoices with contractors on the Landlord's behalf.
- Provides updates on all legislation changes and implement these so that Landlords remain fully compliant at all times.

Inventory & schedule of condition together with digital photographs, prepared by an independent company - £238.80

Deposit Registration with a Government approved scheme - £60.00

Duplicate hard copy statements of account - £12.00 per statement or £60.00 for the provision of 12 statements covering a tax year.

Renewal of Tenancy Agreements on a Fixed Term Basis - £60.00 (Fully Managed Service)

Mortgages and Consent for Letting paperwork required to be sent to Lender - £36.00

Arranging required cleaning of the property to standard on the Landlord's behalf prior to a tenancy commencing - £48.00 in addition to cleaning charge itself.

Continued.....

#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT



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ALL FEES ARE INCLUSIVE OF VAT UNLESS OTHERWISE STATED

Arranging replacement domestic appliances to include ordering and arranging delivery - £48.00

Attending a property to oversee the delivery and installation of a domestic appliance - £48.00 per hour required attendance at the property. Minimum charge £48.00

Refurbishment of the property, to include arranging quotations and overseeing works - 12% of the total invoice cost.

Insurance Claims, when instructed by the Landlord to liaise with an insurer on a claim - £48.00

Additional property visits requested by the Landlord - £48.00 per visit.

Accompanying a contractor to the property where they will not collect keys for access if a Tenant is not present - £48.00 per hour, minimum of one hour's charge applies.

Withdrawal of property once a tenant has been sourced and paid their holding fee - Landlord is liable to cover all of the agents costs together with refunding the tenants costs already paid should they decide to withdraw the property from the market.

Termination of management - One months rent PLUS VAT should the tenants remain in occupation. One months notice is required.

Energy Performance Certificate (EPC) - £120.00

Landlord Gas Safety Check - £120.00

EICR: Based on size of property

Portable Appliance Testing (PAT) - £60.00

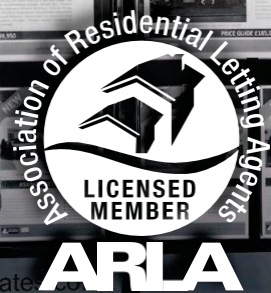
Attendance at Court or Tribunals - £120.00 per hour or part thereof for each staff member attending.

Referral to the Deposit Protection Service - £48.00 per hour or part thereof, should the deposit be in dispute at the end of the tenancy

Temporary Heaters - Should the Tenant be rendered without sufficient heating and the agent be required to arrange for the hire of temporary heaters - £18.00 per heater, additional £30.00 for collection and delivery of the heaters by the agent.

Redirection of Mail - We are only able to redirect mail to a UK address - £36.00 per batch of mail redirected.

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