

Landlord Fees Schedule

April 2019

Tenant Introduction Service	Letting & Rent Collection Service	Full Management Service
£660.00 inc VAT - Introduction Fee	9.6% inc VAT of contracted rent per month	14.4% inc VAT of contracted rent per month
£30.00 inc VAT - Deposit Registration fee where we hold the deposit on your behalf in a registered scheme	£300.00 inc VAT - Setup fee £150.00 inc VAT - Subsequent tenancy setup fees after first tenancy.	£300.00 inc VAT - Setup fee (Includes preparation of Inventory and Schedule of Condition) for first tenancy. £150.00 inc VAT - Setup fee for subsequent tenancies
£90.00 inc VAT - Cost to reference each additional Tenant or Guarantor	£30.00 inc VAT - Deposit Registration fee where we hold the deposit on your behalf in a registered scheme	£30.00 inc VAT - Deposit Registration fee (TDS only)
£30.00 inc VAT - Change deposit registration status to 'Periodic' and issue new paperwork to tenant where we hold the deposit on your behalf in a registered scheme	£90.00 inc VAT - Cost to reference each additional Tenant or Guarantor	£90.00 inc VAT - Cost to reference each additional Tenant or Guarantor
	£30.00 inc VAT - Change deposit registration status to 'Periodic' and issue new paperwork to tenant where necessary	£150.00 inc VAT - Check In and Check Out Inspection with Inventory Clerk
		£90.00 inc VAT - Negotiation and Preparation of new tenancy to existing tenant
		£66.00 inc VAT - Preparation and service of Section 13 Notice
		£90.00 inc VAT - Preparation and Service of Section 21 Notice
Optional Services	Optional Services	Optional Services
£210.00 inc VAT - Preparation of the Inventory & Schedule of Condition	£210.00 inc VAT - Preparation of the Inventory & Schedule of Condition	£72.00 inc VAT per hour - waiting time for contractors if supervision is required. Subject to availability.
£90.00 inc VAT - Negotiation and Preparation of new tenancy to existing tenant	£90.00 inc VAT - Negotiation and Preparation of new tenancy to existing tenant	£72.00 inc VAT - for each property inspection over and above the service frequency
£66.00 inc VAT - Preparation and service of Section 13 Notice	£66.00 inc VAT - Preparation and service of Section 13 Notice	12% inc VAT of the contractor invoice totals for the supervision of Insurance Claims
£90.00 inc VAT - Preparation and Service of Section 21 Notice	£90.00 inc VAT - Preparation and Service of Section 21 Notice	£36.00 inc VAT for each Vacant Property Management Visit
£180.00 inc VAT - Check In and Check Out Inspection with Inventory Clerk	£180.00 inc VAT - Check In and Check Out Inspection with Inventory Clerk	£72.00 per hour inc VAT - Miscellaneous services outside of selected Davies & Partners service. Subject to availability.
£30.00 inc VAT - Custodial Deposit Registration Scheme administration charge - if applicable	£30.00 inc VAT - Custodial Deposit Registration Scheme administration charge	£42.00 inc VAT per quarterly HMRC Non-Resident Landlord payment in the event that an approval number has not been provided.
	£72.00 per hour inc VAT - Miscellaneous services outside of selected Davies & Partners service. Subject to availability.	
	£42.00 inc VAT per quarterly HMRC Non-Resident Landlord payment in the event that an approval number has not been provided.	

Tenant Introduction Service	Included	Letting & Rent Collection Service	Included	Full Management Service	Included
Consultation meeting at the property by one of our experienced lettings professional	✓	Consultation meeting at the property by one of our experienced lettings professional	✓	Consultation meeting at the property by one of our experienced lettings professional	✓
Advice on regulation and legal aspects of lettings	✓	Advice on regulation and legal aspects of lettings	✓	Advice on regulation and legal aspects of lettings	✓
Strategic marketing advice and advice on works required to the property	✓	Strategic marketing advice and advice on works required to the property	✓	Strategic marketing advice and advice on works required to the property	✓
Portal marketing on Rightmove, OnTheMarket and Davies & Partners website	✓	Portal marketing on Rightmove, OnTheMarket and Davies & Partners website	✓	Portal marketing on Rightmove, OnTheMarket and Davies & Partners website	✓
Social media advertising if requested	✓	Social media advertising if requested	✓	Social media advertising if requested	✓
Display prominent 'To Let' board	✓	Display prominent 'To Let' board	✓	Display prominent 'To Let' board	✓
Select registered applicants who fit your tenant criteria	✓	Select registered applicants who fit your tenant criteria	✓	Select registered applicants who fit your tenant criteria	✓
Accompanied viewings and prompt viewing feedback	✓	Accompanied viewings and prompt viewing feedback	✓	Accompanied viewings and prompt viewing feedback	✓
Negotiation of tenancy terms with potential tenant in accordance with your instructions	✓	Negotiation of tenancy terms with potential tenant in accordance with your instructions	✓	Negotiation of tenancy terms with potential tenant in accordance with your instructions	✓
Outsourcing of referencing to Van Mildert for a single tenant	✓	Outsourcing of referencing to Van Mildert for a single tenant	✓	Outsourcing of referencing to Van Mildert for a single tenant	✓
Drafting of tenancy agreement and relevant legal documentation	✓	Drafting of tenancy agreement and relevant legal documentation	✓	Drafting of tenancy agreement and relevant legal documentation	✓
Collection of the initial monies and transfer to your nominated bank account minus our fee	✓	Collection of the initial monies and transfer to your nominated bank account minus our fee	✓	Collection of the initial monies and transfer to your nominated bank account minus our fee	✓
Holding of the tenants deposit in our client account as stakeholder and registering it with TDS	✓	Holding of the tenants deposit in our client account as stakeholder and registering it with TDS	✓	Holding of the tenants deposit in our client account as stakeholder and registering it with TDS	✓

Reviewing rents on an annual basis and negotiating rent increases where applicable	✓	Reviewing rents on an annual basis and negotiating rent increases where applicable	✓	Reviewing rents on an annual basis and negotiating rent increases where applicable	✓
		Collection of rent by Standing Order and transferred into your bank minus our fee	✓	Collection of rent by Standing Order and transferred into your bank minus our fee	✓
		Electronic statements emailed to you each month	✓	Electronic statements emailed to you each month	✓
		Incoming monthly rent monitored on a weekly basis and rent arrears procedure implemented in the event of non payment	✓	Incoming monthly rent monitored on a weekly basis and rent arrears procedure implemented in the event of non payment	✓
		In the event of court action being required for tenancy breaches under rent arrears, a complete log of payment history and credit control processes will be provided to your solicitor	✓	In the event of court action being required for tenancy breaches under rent arrears, a complete log of payment history and credit control processes will be provided to your solicitor	✓
				Serving statutory legal notices for possession	✓
				Negotiating tenancy renewals in accordance with your standing instructions	✓
				Accurate ongoing advice from our dedicated property management team	✓
				Access to our Legal Helpline	✓
				24hrs a day, 7 days a week emergency on-call member of staff to deal with maintenance emergencies	✓
				Annual financial statement to you or your tax advisor as requested	✓
				Negotiation of of deposit release to the landlord and tenant at the end of tenancy	✓

				Co-ordination with local contractors for property maintenance issues and electronic copies of invoices received	✓
				Annual meeting with a Partner of the business to discuss your property portfolio (at your request)	✓
				Arranging of cleaning at the start and end of tenancy subject to landlord instructions	✓
				Ensure properties are compliant in accordance with all legal safety obligations in accordance with landlord instructions	✓
				Arrange for accompanied property check-in and check-out visits subject to landlord instructions	✓
				Inventory & Schedule of condition included in the initial setup fee	✓
				Scheduled 6 monthly property inspections with report by post or email	✓

Please ask member of staff if you have any questions about our fees

CLIENT MONEY PROTECTION: www.propertymark.co.uk

INDEPENDENT REDRESS: www.tpos.co.uk Member No: N00232