

Fees To: Landlords

Level of service offered:

Tenant find: 10% of rent (12.00% Inc VAT)

Includes

- Collect and remit initial months rent received • Agree collection of any shortfall and payment method
- Provide tenant with method of payment • Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Tenant Management: 12% of rent (14.40% IncVAT)

Includes

- Collect and remit initial months rent received • Deduct commission and other works • Issue notices
- Pursue non-payment of rent and provide advice on rent arrears actions • Deposit return
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant) • End of tenancy negotiations

Fully Managed: 15% of rent (18.00% Inc VAT)

Includes

- Collect and remit the monthly rent received • Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions • Issue notices
- Advise all relevant utility providers of changes • Hold keys throughout the tenancy term
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors • End of tenancy negotiations
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)



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

Setup Fee: **No Charge** • 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 and Country Planning Act 1990 • Advise on non-resident tax status and HMRC (if relevant)

Inventory & Check In: **Dependent on number of bedrooms and size of the property - Invoiced by independent inventory clerk**

Deposit Registration Fee: **£42.00 (inc VAT)** • Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme -T.D.S • Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Vacant property visits: **£144.00 (inc VAT)**

Project Management: **12% of net cost (inc VAT)** • 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

Renewal Fee **£150.00 (inc VAT)** • 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 • Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) **Dependant on size of property - Invoiced by independent inventory clerk** • 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

Court Attendance **£120.00 (inc VAT) per hour**

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



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