FEES TO: LANDLORDS

www.priorymanagement.com

PRIORY MANAGEMENT

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

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **ARLA**

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

The Property Ombudsman

LEVEL OF SERVICE OFFERED:

Tenant find: 10.8% of rent incl VAT	Rent collection: 15% of rent incl VAT	Fully managed: 18% of rent incl VAT
INCLUDES:	INCLUDES:	INCLUDES:
• Collect and remit initial months' rent received	• Collect and remit the monthly rent received	• Collect and remit the monthly rent received
• Agree collection of any shortfall and payment method	• Deduct commission and other works	• Pursue non-payment of rent and provide advice on rent arrears actions
• Provide tenant with method of payment	• Pursue non-payment of rent and provide advice on rent arrears actions	• Deduct commission and other works
• Deduct any pre-tenancy invoices	• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	• Advise all relevant utility providers of changes
• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		• Undertake two 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)

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

Setup Fee (Landlords Share): £0.00 (incl VAT)

- 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 Fee (landlords share) See attached Schedule
Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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

Deposit Registration Fee: £60.00 (incl VAT)
- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Additional property visits: £0.00 (incl VAT)
- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Submission of non-resident landlords receipts to HMRC £0.00 (incl VAT) quarterly
- To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC

Arrangement fee for refurbishments 12% incl VAT of net cost
- 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

Obtaining more than two contractors quotes £0.00 (incl VAT) per quote

Renewal Fee (landlords share) £156.00 (incl VAT)
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Check-in Fee Please see attached schedule
Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services

Checkout Fee (landlords share) £0.00 (incl VAT)
- 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 £100.00 (incl VAT) per hour per member of staff per day

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