

# Landlord Fees & Charges

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## Our Service and Commission Charges

Managed Only Service: 7.2% inc. VAT (6% exc. VAT)

Standard Let Only Service: 12% inc. VAT (10% exc. VAT)

Lettings and Rent Collection: 13.2% inc. VAT (11% exc. VAT)

Full Management Service: 18% inc. VAT (15% exc. VAT) Includes Standard Letting Service)

N.B: Fees are charged as a percentage for the agreed rent for the entire period of the tenancy. Fees for our Let Only service are paid in advance. Fees for Full Management are collectable monthly in advance.

#### Standard Let Only Service 12% inc. VAT (10% exc. VAT)

- Discuss local letting market and agree rental level
- Advise on landlords obligations in relation to health and safety compliance
- Arrange photographs and discuss marketing strategy
- Advertise property on at least two main property portals
- Accompany viewings as required
- Negotiate tenancy offer
- Arrange tenant references
- Collect and hold tenant deposit as stakeholder
- Register deposits with Tenancy Deposit Scheme
- Collect first month's rent in advance
- Liaise with landlord and tenant regarding renewal or termination

### Lettings and Rent Collection 13.2% inc. VAT (11% exc. VAT)

In addition to the Standard Letting Service

- Collect and remit rent received
- Monitoring rent payments on your behalf
- Sending appropriate demands in the absence of payment
- Submission of regular rent statements to you and/or your accountant

## Full Management Service 18% inc. VAT (15% exc. VAT)

In addition to the Standard Letting Service

- Arrange inventory and check-in and check-out
- Assist landlord and tenant with utility transfers
- Arrange gas and portable appliance safety inspections
- Arrange general routine maintenance using approved suppliers
- Liaise with landlord preferred suppliers as required
- Assist with the payment of ground rent and service charges as required
- Undertake two property visits per year (subject to access)
- Provide emergency tenant out of hours service 365 days a year
- Undertake deposit release negotiations
- Make HMRC deductions for overseas landlord (if relevant)
- Chase rent arrears