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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



FEES TO: LANDLORDS

www.spencerharvey.co.uk

LEVEL OF SERVICE OFFERED:

TENANT FIND	RENT COLLECTION 6% (inc VAT)	FULLY MANAGED 15% (inc VAT)
Set Up Fee of 120% (inc VAT) of one month's rent (See Setup Fee below) 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 Find = TF herein	Set Up Fee of 80% (inc VAT) of one month's rent (See Setup Fee below) followed by 6% (inc VAT) of each month's rent thereafter INCLUDES: • Collect and remit the monthly rent received • Deduct commission and other works • Arrangement payments from rental for statutory requirements • Pursue non-payment of rent and provide advice on rent arrears actions Rent Collection = RC herein	Set Up Fee of 60% (inc VAT) of one month's rent (See Setup Fee below) followed by 15% (inc VAT) of each month's rent thereafter INCLUDES: • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Undertake three inspection visits per annum and notify landlord if the outcome • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term • Inventory Photographic Schedule of Condition Fully Managed - FM herein

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

- Setup Fee: as per service above subject to a minimum fee £360 (inc 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 (TF/RC Only)

Part Furnished £90 (inc VAT), Fully Furnished £150 (inc VAT)

...(continued)

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Deposit Registration Fee (FM Only):	£30 (inc 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 (FM Only):	£60 (inc VAT)
To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Non-resident landlords receipts submission (RC/FM Only)	£60 (inc VAT) per year plus £25 (inc VAT) quarterly if not exempt
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	
Annual Rent & Expenses Statement (RC/FM Only)	RC £66 (inc VAT) / FM £42 (inc VAT)
Gas & Electrical Safety Regs plus contractor costs (FM Only)	£30 (inc VAT) each per annum as required
Arrangement Fee for works or refurbishments over £250:	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	
Obtaining more than two contractors quotes	£18 (inc VAT) per quote
Renewal Fee	£114 (inc VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Service of Statutory Section 21 (Form 6A) Notice for possession	£72 (inc VAT) and/or;
Service of Discretionary Section 8. Notice for possession and/or arrears	£102 (inc VAT)
Includes drawing up of the notice(s), hand delivering the notice and recording the statement of truth	
Checkout Fee (FM Only)	Included in Management Fee
- 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	
Preparation of Court paperwork for possession and/or arrears	£100 (inc VAT)
Court Fees (payable to HM Courts & Tribunal Service)	£280 (Exempt of VAT)
Court Attendance	£60 (inc VAT) per hour (min. 1 hour)

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

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