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FEES TO LANDLORDS

Client Money Protection provided by:



Independent Redress:



propertymark

FEES TO LANDLORDS

Level of service offered

TENANT FIND: 10% of rent (inc VAT)

The Tenant Find service fee is due at the commencement of the agreement and includes:

- Provide guidance and advice
- Arrange an EPC (Energy Performance Certificate) prior to marketing
- Take photos, market the property and advertise on property portals
- Collect and remit initial months' rent received & register the security deposit
- 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)

RENT COLLECTION: 12% of rent (inc VAT)

As 'Tenant Find' and in addition includes:

- Collect and remit the monthly rent received
 - Deduct commission and cost of other works or other costs / disbursements
 - Pursue non-payment of rent and provide advice on rent arrears actions
- The Rent Collection service does not include taking legal action against the Tenant regarding late or non - payment of rent. It will be the Landlord's responsibility to instruct solicitors and to pay their fees and expenses

FULLY MANAGED: 15% of rent (inc VAT)

As 'Tenant Find' and 'Rent collection' and in addition includes:

- Advise all relevant utility providers of a change of tenancy
- 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



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Additional non-optional fees and charges (irrespective of level of service)

SETUP - INCLUDED IN THE TENANT FIND SERVICE:

- Agree the market rent and find a tenant in accordance with the landlord's 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 (LANDLORD'S SHARE)

subject to availability of our inventory clerk

Studio flat	£144.00 (inc VAT)
1 or 2 bedroom property	£192.00 (inc VAT)
3 bedroom property	£228.00 (inc VAT)
4 bedroom property	£252.00 (inc VAT)
5 bedroom property	£288.00 (inc VAT)
For 6+ bedroom properties, please ask a member of staff	

DEPOSIT REGISTRATION - INCLUDED IN TENANT FIND SERVICE:

- Register landlord and tenant details and protect the security deposit with 'The Dispute Service' a Government authorised Scheme
- Provide the Landlord(s) with a copy of the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

ADDITIONAL PROPERTY VISITS: £60.00 (inc VAT) FOR NON MANAGED LETTINGS

- 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: £90.00 (inc 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. To complete an annual return a fee of £120.00 (inc VAT) will be charged

ARRANGEMENT FEE FOR WORKS FOR PROPERTIES NOT IN OUR FULLY MANAGED SERVICE:

£60.00 (inc VAT) or 10% of total cost of the work whichever is the greater in addition to the costs of the contractor

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining a copy of any warranty or guarantee as a result of any works

ACCESS FOR CONTRACTORS:

Where Christopher Rawlinson & Co are required to accompany contractors or utility companies etc to a Property a charge of £60.00 (inc VAT) per hour will be charged to the Landlord

ARRANGEMENT FEE FOR REFURBISHMENTS IS:

Included if one of Christopher Rawlinson & Co's recommended contractors is used (two quotes obtained where possible). If the Landlord's contractor is used for works a fee of £60.00 (inc VAT) will be charged per visit to the property.

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RENT REVIEW FEE: £0.00

Included in the above services

- Review rent in accordance with current prevailing market conditions and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Issue the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

For tenancies extending and renewing beyond the original term, including periodic tenancies, whether or not negotiated by Christopher Rawlinson & Co

RENEWAL FEE (LANDLORD'S SHARE): Same fee as agreed at the start of the tenancy, unless otherwise agreed at the commencement of the tenancy

- Contract negotiation, amending and updating terms and arranging a further tenancy agreement

CHECKOUT FEE (LANDLORD'S SHARE): £0.00 (inc VAT)

- Agree with tenant check out date and time of appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant regarding disposition 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: £90.00 (inc VAT) per hour

SERVICING NOTICES & SECTIONS: £42.00 (inc VAT)

GSC (Gas Safety Certificate): £102.00 (Inc VAT)

EPC (Energy Performance Certificate): £85.00 (inc VAT)

All prices correct at time of printing, but subject to change (May 2018)

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