

LANDLORD FEES SCHEDULE

	Tenant Find: 10% of rent (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 15% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Arrange an EPC (Energy Performance Certificate) prior to marketing	✓	✓	✓
Take photos, market the property and advertise on property portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Recommend an Accountant to advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Provide tenant with method of payment for future rents	✓	✓	✓
Demand, collect, and remit the monthly rent received		✓	✓
Deduct (or Invoice) any pre-tenancy bills incurred	✓	✓	✓
Deduct commission and cost of other works or other costs / disbursements		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

Please ask a member of staff if you have any questions about our fees.

Client Money Protection provided by:



propertymark

Independent Redress:



PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £85.00 (inc. VAT) per tenancy
- Gas Safety Certificate £102.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £TBA (inc. VAT) per tenancy - subject to the size of the property
- Portable Appliance Testing (PAT) £TBA (inc. VAT) per tenancy - as subject to the number of appliances to be tested
- Legionella Risk Assessment £TBA (inc. VAT) per tenancy
- Installing a battery operated Smoke alarm or a Carbon Monoxide alarm £45.00 (inc. VAT) per alarm per tenancy
- Testing a battery operated single Smoke alarm or Carbon Monoxide detector and replacing the battery (depending on the model) at the beginning of the tenancy £39.00 (inc. VAT) per tenancy
- Handling local authority licensing application £100.00 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy – this is included in our services.

START OF TENANCY FEES

Set-up Fees: £170.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £85.00 (inc. VAT) per tenant.

Guarantor Fees: £85.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £50.00 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £50.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees: Subject to availability of the inventory clerk and dependant on the number of bedrooms and/or size of the property and any outbuildings - per tenancy.

Guide Price:

Studio flat	£168.00 (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

Accompanied Check-in Fees: Subject to availability of the inventory clerk - per tenancy.

Guide Price:

Studio flat	£110.00 (inc VAT)
1 or 2 bedroom property	£120.00 (inc VAT)
3 bedroom property	£150.00 (inc VAT)
4 bedroom property	£160.00 (inc VAT)
5 bedroom property	£180.00 (inc VAT)

For 6+ bedroom properties, please ask a member of staff

Inventory clerk or Landlord to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £400.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

RENT GUARANTEE INSURANCE SCHEME:

These costs depend on the rental of the property, please ask a member of staff.

There are many reasons why coming to Christopher Rawlinson & Co is a good move.

Christopher Rawlinson & Co has been providing estate agency services since July 1970 and we pride ourselves on offering the highest quality service to both our landlords and tenants.

We know that the renting process can be stressful so we want to make it as hassle free as possible!



Additional Property Visits: £60.00 (inc. VAT) per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review & Renewal Fees: £ same fee as agreed at the start of the tenancy (inc. VAT) per tenancy.

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £30.00 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees from the Management Service (during tenancy): £150.00 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service. Note: Whilst tenants found by Christopher Rawlinson & Co remain in occupation the property the Tenant-Find Fee remains due on Renewal.

Arrangement Fees for works / Contractors For Properties Not Fully Managed: £50.00 : 10% of net cost (inc. VAT) whichever is the greater and in addition to the costs of the contractor. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Fees for the service of Legal Notices and Sections: £35.00 (inc. VAT) per Notice.

Court Attendance Fees: £90.00 (inc. VAT) per hour.

END OF TENANCY FEES

Check-out Fees: Subject to availability of the inventory clerk and dependant on the number of bedrooms and/or size of the property and any outbuildings - per tenancy.

Guide Price:

Studio flat	£168.00 (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.

The inventory clerk to attend the property to undertake an updated Schedule of Condition based on the original inventory, and following that visit Christopher Rawlinson & Co negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £60.00 (inc. VAT) per tenancy.

The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Anti-Money Laundering Regulations

Christopher Rawlinson & Co are subject to the Money Laundering Regulations 2017. As a result, we will need to obtain and hold evidence confirming your identity, proof of your address and property ownership, we will be unable to proceed with marketing until we are in receipt of this information and have completed a satisfactory AML check.

Data protection and privacy policy

Christopher Rawlinson & Co are registered under the Data Protection Act 1998 and we undertake to comply with the Act in all our dealings with your personal data. Please refer to our Privacy Policy and Cookie Policy for full details of how we acquire and use your personal data and how you can opt out of certain activities. You can find this at www.christopherrawlinson.co.uk. Please be aware that in the provision of our services, we may instruct other organisations to process personal data on our behalf and/or share personal data with law enforcement agencies, which may also involve the transfer of data outside the European Economic Area.

ADDITIONAL NON – OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £90.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £90.00 (inc. VAT) per request.
Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £60.00 (inc. VAT) annually. This service is only available on Fully Managed Properties.

Vacant Property Management Fees: £30.00 (inc. VAT) per visit.
To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £50.00 (inc. VAT) per tenancy.
To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £50.00 (inc. VAT) per deposit.
Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

We are confident that when you work with us that you will agree that we are different from other Estate Agents.

If you think all Estate Agents are the same, you haven't worked with Christopher Rawlinson & Co. We're different!

Everything we do will give you an altogether better experience of letting your property.

We can tailor service that works for you

Have you got a property you are looking to rent out?

If so, we are confident that we are the best people to help.

We understand that all Landlords are different and require a different level of service. For this reason we will tailor a lettings package around your individual needs.

Whether you are a first time Landlord or an Investor with a portfolio of rental properties, we will make sure we fully understand your needs and tailor our service to fit these perfectly.

There is one thing we know all Landlords have in common though. You all want to achieve the best rental price for your property, along with reliable tenants and so we make this a priority. We will make sure that your property is advertised in the best way possible in order to ensure it receives maximum exposure and the optimum price.

