

# FEEES TO: LANDLORDS

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## LEVEL OF SERVICE OFFERED:

TENANT FIND: 9.6 % (INC. VAT)

### INCLUDES:

- Collect and remit initial months rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pretenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

RENT COLLECTION: 12 % (INC. VAT)

### INCLUDES:

- Collect and remit initial months rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pretenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

FULLY MANAGED: 14.4 % (INC. VAT)

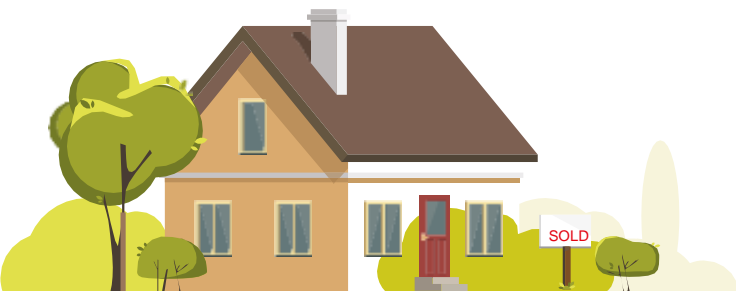
### INCLUDES:

- Collect and remit the monthly rent received
- Pursue nonpayment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- 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

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

SETUP FEE (Landlords Share): £240 (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 nonresident 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



Drivers  
& Norris

EST. 1852

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

## BEFORE YOU MOVE IN:

Set up fee (tenants share)

Referencing up to two tenants (identity, immigration and visa confirmation, 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 tenancy and agreement £60 (inc VAT) for up to two tenants

Additional Tenant Fee

Processing the application, associated paperwork and referencing £60 (inc VAT)

per tenant Guarantor Fee

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement £0 (inc VAT) per guarantor (if required) Permitted Occupier Fee

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy £0 (inc VAT) per permitted occupier

Accompanied Checkin Fee

Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services £0 (inc VAT)

Pet Deposit

To cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy Returnable additional Security Deposit of £0

## DURING YOUR TENANCY:

Amendment Fee

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy £60 (inc VAT) Renewal Fee (tenants share)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement £60 (inc VAT)

## ENDING YOUR TENANCY:

Check out Fee (tenants share)

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s) £0 (inc VAT)

Future Landlord Reference Fee

Collating information and preparing a reference for a future landlord or letting agent £0 (inc VAT) per reference request

## OTHER FEES AND CHARGES:

Lost Security Items

Obtaining necessary permissions, sourcing providers and travel costs £0 (inc VAT) plus item cost Out of Hours Services

Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate £25 per hour (inc VAT) plus any actual costs incurred

Unpaid Rent I Returned Payments Interest at 8% above Bank of England Base Rate from date

due Professional Cleaning (if required)

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

£25 (inc VAT) per hour which will be deducted from the Security Deposit

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

Redress: This firm is a member of [state the redress scheme which you belong to and their website address]

Client Money Protection: This firm is a member of [state name] client money protection scheme. OR this firm is not a member of a client money protection scheme

