

# LANDLORD FEES

## LET ONLY: 12% inclusive of VAT

### INCLUDE:

- Provide free valuation, advise on current market conditions and agree the market rent
- Arrange Energy Performance Certificate
- Prepare property details, market the property and advertise on relevant portals
- Carry out accompanied viewings
- Find a tenant in accordance with the landlord guidelines
- Negotiate offers and take up full tenant references
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on non-resident tax status and HMRC (if relevant)
- Prepare Tenancy Agreement and issue the relevant paperwork
- Collect and remit initial months' rent received
- Collect six week's rent as deposit against dilapidations
- Deduct commission and any pre-tenancy invoices

The fee is 12% inclusive of VAT of the rental income expected for the term of the tenancy. The "term" being the actual length of time the tenants are in occupation whether on a fixed agreement or under periodic tenancies at the expiry of a fixed agreement where no new fixed term agreement has been signed.

## RENT COLLECTION: 14.4% inclusive of VAT

### INCLUDE:

- In addition to the Let Only service
- Arrange the inventory & check in and end of tenancy check out
- Liaise with all relevant utility suppliers
- Collect and remit the monthly rent received
- Provide detailed HMRC compliant Annual statements
- Manage rent arrears should rent not have been received
- Provide advice on rent arrear actions, if applicable
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Negotiate renewal, prepare and issue documentation
- Negotiate with landlord and tenant any dilapidation issues which arise
- Return deposit as agreed to relevant parties
- Remit any disputed amount to the Tenancy Deposit Scheme for final adjudication

The fee is 14.4% inclusive of VAT of the rental income expected for the term of the tenancy.

The commission is deducted on a monthly basis, when accounting to the landlord once cleared funds are received from tenant.

## FULL MANAGEMENT 18% inclusive of VAT

### INCLUDE:

- In addition to the Let Only and Rent Collection services
- Hold keys throughout the tenancy term
- Arrange payment of Ground Rent, Service Charges or Insurances if required
- Arrange routine maintenance and repairs, and instruct approved contractors
- Obtain quotes and approve supplier invoices
- Provide a Property Management emergency out of hours service
- Investigate matters relating to the property
- Arrange annual gas safety check
- Visit the property twice per annum and notify landlord of outcome
- Arrange pre-tenancy and end-tenancy cleaning
- Arrange and manage the check-out process
- Serve notices to regain property and liaise with legal teams

The fee is 18% inclusive of VAT of the rental income expected for the term of the tenancy.

The commission is deducted on a monthly basis, when accounting to the landlord once cleared funds are received from tenant.



**0208 715 0555**  
*A Name Friends Recommend*

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# LANDLORD FEES

Established Since 1910

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

**INVENTORY FEE:** The costs are dependent on the size of the property and the level of furnishing

- Upon landlord's request, Cross & Prior will arrange for an independent inventory company to prepare a full Inventory and compile a check-in/check-out report at the start/end of each tenancy
- The cost of those will be passed directly to the landlord from the inventory company used, Cross & Prior do not make additional charge for this.
- Where instructed, Cross & Prior will prepare a more cost effective and fully compliant in-house Inventory and compile a check-in/check-out report at the start/end of each tenancy

**ADDITIONAL PROPERTY VISITS:** £60 inclusive of VAT per visit

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

**PROJECT MANAGEMENT:** £12% inclusive of VAT of net cost

- Advising on and managing the redecoration or refurbishment project
- Arranging access and obtaining estimates or quotes for approval
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as result of any works

**VACANT MANAGEMENT:** The fee is charged on a pro rata basis with a minimum fee of £60 inclusive of VAT

- Dependent upon landlord requirements (e.g. level of work involved and frequency of visits required)

## FREE SERVICES (FULLY MANAGED PROPERTIES ONLY):

**TENANCY AGREEMENT:** Free

- Negotiate contract (amending and agreeing terms), draw up the Tenancy Agreement and issue the relevant paperwork

**TENANCY RENEWALS:** Free

- Review of current rent in accordance with prevailing market conditions and advice the Landlord accordingly
- Negotiate contract ((amending and updating terms) and arranging necessary documentation

**CROSS & PRIOR (COLLIERS WOOD) LTD IS A MEMBER OF THE CLIENT MONEY PROTECTION SCHEME THROUGH MONEY SHIELD IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES , YOU SHOULD SPEAK TO MEMBER OF OUR EXPERIENCED LETTINGS TEAM**

\* Visit <http://www.crossprior.co.uk/Content/Landlords/Our-Services-and-Fees.aspx> for more information about our charges