LANDLORD FEES SCHEDULE

John Dallas GREENDOOR

www.johndallas.co.uk

LEVELS OF SERVICE OFFERED:

	Tenant Find: 7.2% of rent (inc. VAT)	Rent collection: 8.4% of rent (inc. VAT)	Fully managed: 12% 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)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Register deposit in a goverment approved scheme	✓	✓	✓
Negotiate renewal of a tenancy			✓
Make arrangements of all date sensitive tasks to be carried (gas safety, electrcial safety, EPC, boiler service, alarm service etc)			✓
Advise all relevant utility providers of any changes			✓
Collect and remit monthly rent		✓	✓
Arrange payments to suppliers			✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Carry out two routine visits per annum and provide a report to the landlord			✓
Arrange routine repairs and instruct approved contractors and provide out of hours cover for emergencies			✓
Hold keys throughout the tenancy			✓
Security Deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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START OF TENANCY FEES

Tenancy agreement £276 (Inc. VAT) Referencing £30 (Inc VAT) per reference check per tenant (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. 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 the tenancy start date.

Changes to Tenancy Agreement after it has been issued for signing: £30 (inc. VAT). The Tenancy Agreement will be sent out in draft form before being sent for signing. If changes are requested after it has been sent for signing, this fee will apply.

Inventory and check in Fees: Dependant on the number of bedrooms and/or size of the property and any outbuildings. A quotation can be provided on request.

Compliance Assistance Package (let only and rent collection service): £90 (inc VAT). Arranging the required contractors to ensure the property is compliant with current legislation. Including but not limited to gas safety checks, smoke and carbon monoxide alarm checks, electrical inspection, cleaning and inventory and check in. Contractors charges are in addition to this fee.

Arrange inventory and check in (let only and rent collection service): £60 (inc. VAT). Arrange the services of an inventory clerk to carry out inventory and check in. Contractors charges are in addition to this fee.

Arrange professional clean (let only and rent collection service): £60 (inc. VAT). Arrange a cleaner to carry out a professional clean of the property before the start of a tenancy. Contractors charges are in addition to this fee.

Arrange annual gas safety checks (let only and rent collection service): £60 (inc. VAT). Arrange for the landlord's gas safety certificate to be renewed before expiry each year. Contractors charges are in addition to this fee.

Property visits (let only and rent collection service): £72 (inc. VAT). Carry out a property inspection during the tenancy, report with photos will be provided.

Landlord Withdrawal Fees (before move-in): £150 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlor

If you any questions on our fees, please ask a member of staff.

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DURING TENANCY FEES

Additional Property Visits: £72 (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 Fees: £96 - £132 (inc. VAT) per tenancy depending on the level of service provided.
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.

Organise and inspect refurbishment works: 12% of net cost (inc. VAT). Arranging access and inspecting the works to ensure they have been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Progress and oversee insurance claims and inspect works upon completion: 12% of net cost (inc. VAT). Submitting initial claim to insurers and progressing the same through to conclusion. Arranging access and inspecting the works carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Handling a HMO or licensing application - £150.00 (Managed Only) (inc VAT)

END OF TENANCY FEES

Check-out Fees: Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Tenancy Dispute Fee: £36 to £240 (inc. VAT) per tenancy depending on the level of service provided.
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.

Court Attendance Fees: £240 (inc. VAT) per day. Fully Managed service only.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above Barclays Bank Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £150 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Summary statement: £36 (inc. VAT). To produce a summary statement for tax returns.

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CLIENT MONEY PROTECTION: propertymark

www.propertymark.co.uk

INDEPENDENT REDRESS:

www.tpos.co.uk