

Let and Rent Collection

13.2% of rent for duration of tenancy

- Advise on preparing your property for letting
- Keep you up to date on compliance and health & safety
- Display a To Let board
- Market the property and advertise on relevant portals
- Promote property within Fine & Country's global network
- Pre Qualify interested parties
- Arrange and accompany viewings
- Pre-tenancy negotiations
- Schedule rent payments
- HMRC deductions where applicable
- Manage rent payments

Fully Managed

20.4% of rent for duration of tenancy

In addition to the Let and Rent Collection service we will:

- Deal with day-to-day management of property
- Personalised point of contact
- Arranging repairs in accordance to pre agreed terms
- Provide utility suppliers with meter readings upon commencement and conclusion
- Hold a working fund and make payments
- Organise safety checks: gas safety record, electrical safety tests, smoke and carbon monoxide alarms
- Property visits
- Provide an in- house emergency out-of-hours service
- Manage the end of tenancy process and deposit return
- Rent and legal protection insurance
- Inventory and condition report

Compliance and Management On-Boarding Fee - £390

Whenever the Standard Letting Service or Managed Service are used, you will pay a Tenancy Setup Fee to cover arrangements needed to initiate your tenancy.

This fee covers the comprehensive on-boarding of the property into management including compliancy auditing, legal and safety preparation, tenancy documentation, financial set-up, and asset protection measures to ensure your property is full compliant and tenancy ready.

This includes as many of the following as are necessary:

- Preparation of the most suitable type of Tenancy Agreement
- Provision of an Open Banking-based reference for each tenant named on the Tenancy Agreement along with required AML and Sanctions checks
- Initial Right to Rent check
- Safety certificates and legal documentation
- Registration of your tenant's deposit with the Tenancy Deposit Scheme (TDS), if necessary
- Collect & register the deposit

Additional Fees

- Contract negotiation and arranging necessary documentation: **£120**
- Cancelling a let before the tenant moves in: **£350 + costs**
- Preparing and serving notices: Section 13 Notice: **£50**
- Meeting third parties for insurance claims: **£120 per hour**
- Attending court: **£120 p/h** or **£240 p/h** for a Director
- Vacant property supervision **£180 per month**

Additional Fees

- Change of ownership set up (per property): **£120** (maximum charge £600)
- Additional HMO or selective licensing handling: **£180** (maximum £1,140)
- Application handling: **£300**
- Arranging annual licence holding per year upon request: **£120**
- Making an inventory and check-in: **from £180** (larger properties may incur additional cost)
- Inventory arrangement per booking (inc' for managed landlords): **£60**
- HMO visits and/or additional property visits: **£120 per visit**
- Arranging works or refurbishment over £1,000 (inc' quotations, checking works against specification, holding warranties and guarantees): **14.4% of net cost**
- Quarterly return to HMRC: **£120 per landlord**
- Consolidated statement: **£30 per copy**

Contract negotiation (amending and agreeing terms) and arranging the tenancy

- Follow-up (inc' for our managed clients) per person: **£50**
- Land Registry: **£4.80**
- Head lease from Land Registry: **£4.80**
- Transferring deposit to landlord or another agent during tenancy: **£120**
- References during tenancy : **£39**
- Accompanying contractors and attend on site: **£90 per hour**

Payment charges

- Making a payment outside the UK: **£30**
- Making a same-day payment in the UK: **£30**
- Interest on unpaid commission or other monies due: 4% above Barclays Bank base rate

F & C are working with UK Lettings Collective (Co' # 15313704) and UKLC are members of The TPO, TDS and hold Client Money Protection and are members of Propertymark.

Further information can be obtained from thelettingscollective.co.uk

Further details of the services included within each fee are available upon request and are also set out in the Heads of Terms and the Landlords Terms & Conditions issued prior to instruction. **All fee and charges shown include VAT**

