



Michael Antony Lettings Ltd  
 56a New Road, Chippenham  
 SN15 1ES  
 01249 653000

## Landlord Rates

### LEVEL OF SERVICE OFFERED

**Let Only: 50% 1<sup>st</sup> months' rent (Min £400)**

**Rent Collection Only: 8% of monthly rent**

**Fully Managed: 10% of monthly rent**

INCLUDES:	INCLUDES:	INCLUDES:
<ul style="list-style-type: none"> <li>❖ Collect and remit initial months' rent received</li> <li>❖ Agree collection of any initial payment method</li> <li>❖ Provide tenant with method of payment</li> <li>❖ Deduct any pre-tenancy invoices</li> <li>❖ Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Collect and remit the monthly rent received</li> <li>❖ Deduct commission and other works</li> <li>❖ Arrange payments from rental for statutory requirements</li> <li>❖ Pursue non-payment of rent and provide advice on rent arrears actions</li> </ul>	<ul style="list-style-type: none"> <li>❖ Collect and remit the monthly rent received</li> <li>❖ Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>❖ Deduct commission and other works</li> <li>❖ Advise all relevant utility providers of changes</li> <li>❖ Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>❖ Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>❖ Hold keys throughout the tenancy term</li> </ul>

(Excluding VAT at the current rate)

Michael Antony Lettings Ltd ,56a New Road, Chippenham SN15 1ES Tel: 01249 653000 Email: Lettings@michaelantony.co.uk



## Fully Managed Administration Service:

Only **£275.00** plus VAT

- ❖ Tenancy agreement
- ❖ **12 Months "RENT GUARANTEE"**
- ❖ 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
- ❖ Full inventory carried out by a **APIP\*** accredited inventory clerk
- ❖ 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 start of tenancy
- ❖ Carryout Two property visits/ inspections per annum

\*Terms and conditions apply

## Let Only or Rent Collection Services:

<b>Tenancy Agreement:</b>	<b>£90.00</b>
❖ Draw up an issue Tenancy agreement for an initial fixed term.	
<b>Deposit Registration Fee:</b>	<b>£30.00</b>
❖ 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 start of tenancy	
<b>Statutory notice Fee:</b>	<b>£50.00</b>
(Included in the <b>Fully Managed</b> service at no cost)	
<b>Additional property visits:</b>	<b>£50.00</b>
❖ To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
<b>Submission of non-resident landlords receipts to HMRC</b>	<b>£50.00</b>
❖ To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC	
<b>Arrangement fee for refurbishments over £1,500.00</b>	<b>12% of net cost</b>
❖ Arranging access and assessing costs with contractor;	
❖ Ensuring work has been carried out in accordance with the specification of works	
❖ Retaining any warranty or guarantee as a result of any works	
<b>Obtaining <u>more than two</u> contractors quotes</b>	<b>£30.00 per quote</b>
<b>Rent Review Fee</b>	<b>£50.00</b>
(Included in the <b>Fully Managed</b> Service at no cost)	
❖ Review rent in accordance with current prevailing market condition and advise the landlord	
❖ Negotiate with tenant	
❖ Direct tenant to make payment change as appropriate	
❖ Update the tenancy agreement	
❖ Serve Section 13 Notice if tenancy is on a rolling monthly basis	
<b>Court Attendance</b>	<b>£180.00 per hour plus expenses</b>
<b>Vacant Property Management</b>	<b>£85.00 per month</b>
❖ Make fortnightly visits, deal with minor maintenance issues, pay utility bills on your behalf, a working balance of £250 shall be maintained for the duration of this service	
<b>Purchase of a property by a Tenant</b>	<b>1% (POA)</b>
❖ In the event that a Tenant or any person or body corporate associated with the Tenant, introduced by us, purchases the property then a commission fee of 1% plus VAT shall be payable to us upon completion, such commission shall be based on the sale price.	

Michael Antony Lettings Ltd ,56a New Road, Chippenham SN15 1ES Tel: 01249 653000 Email: Lettings@michaelantony.co.uk



Michael Antony Lettings Ltd ,56a New Road, Chippenham SN15 1ES Tel: 01249 653000 Email: Lettings@michaelantony.co.uk



Company Registration Number: 2195092 Registered Address: Michael Antony Letting Ltd 56A New Road, Chippenham, Wiltshire SN15 1ES