



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

Landlord Fees

LEVEL OF SERVICE OFFERED

(VAT inclusive on all fees)

Let Only: 60% 1st months' rent (Min £400)

Rent Collection Only: 7.5% of monthly rent

Fully Managed: 12% of monthly rent

INCLUDES:	INCLUDES:	INCLUDES:
<ul style="list-style-type: none"> ❖ Collect and remit initial months' rent received ❖ Agree collection of any initial payment method ❖ Provide tenant with method of payment ❖ Deduct any pre-tenancy invoices ❖ Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	<ul style="list-style-type: none"> ❖ Collect and remit the monthly rent received ❖ Deduct commission and other works ❖ Arrange payments from rental for statutory requirements ❖ Pursue non-payment of rent and provide advice on rent arrears actions 	<ul style="list-style-type: none"> ❖ Collect and remit the monthly rent received ❖ Pursue non-payment 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

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



ADDITIONAL NON-OPTIONAL FEES AND CHARGES

VAT INCLUSIVE ON ALL FEES AND CHARGES

(Dependent on service)

Initial Administration Fee:	£150.00
<ul style="list-style-type: none">❖ 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 non-resident tax status and HMRC (if relevant)	
Tenancy Agreement (per tenancy)	£120.00
Inventory Fee (and check-in if required)	£POA
<ul style="list-style-type: none">❖ Dependent on the number of bedrooms and/or size of the property and outbuildings	
Deposit Registration Fee:	£35.00
<ul style="list-style-type: none">❖ 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 start of tenancy	
Statutory notice Fee:	£85.00
(Included in the Fully Managed service at no cost)	
Additional property visits:	£60.00
<ul style="list-style-type: none">❖ To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords receipts to HMRC	£60.00
<ul style="list-style-type: none">❖ 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	
Arrangement fee for refurbishments over £1,500.00	12% of net cost
<ul style="list-style-type: none">❖ 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	
Obtaining <u>more than two</u> contractors quotes	£30.00 per quote
Rent Review Fee	£85.00
(Included in the Fully Managed Service at no cost)	
<ul style="list-style-type: none">❖ 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	
Court Attendance	£180.00 per hour plus expenses
Vacant Property Management	£85.00 per month
<ul style="list-style-type: none">❖ 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	
Purchase of a property by a Tenant	1% (POA)
<ul style="list-style-type: none">❖ 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.	

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

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