

# FEES TO: LANDLORDS

[www.davis-brown.co.uk](http://www.davis-brown.co.uk)

SINCE 1901  
**DavisBROWN**  
CHARTERED SURVEYORS

RESIDENTIAL SERVICES

IS AN ARLA LICENSED MEMBER  
[WWW.ARLA.CO.UK](http://WWW.ARLA.CO.UK)

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



## Tenant find: 9.6% of rent (inc. VAT) (8% + VAT)

Includes:

- Marketing of the property including accompanying applicants on viewings
- Obtaining personal and financial references where applicable
- Collection of months rent in advance, deposit /bond
- Arranging the inventory & cleaning (if applicable) in preparation of a new tenancy
- Payment of initial rent, minus fees and invoices, to the Landlord
- Provide the Tenant with the NRL8
- Arranging and co-ordinating the check-out date and time of appointment with the tenants and the inventory clerk

## Letting & Rent Collection Service: 13.2% of rent (inc. VAT) (11% + VAT)

Includes (in addition to Tenant find):

- Preparation of rent demands for the monthly rent for property
- Deduct commission and other works
- Payment of rent monies to the Landlord by cheque or BACS transfer
- Preparation of monthly statements
- Pursue non-payment of rent and provide advice on arrears
- Make any HMRC deduction and provide Tenant with NRL8

## Fully Managed: 15.6% of rent (inc. VAT) (13% + VAT)

Includes (in addition to Tenant Find and Rent Collection):

- Advise all relevant utility providers of changes
- One property visit per annum and provide a written report. Further property inspections will be charged at a discretionary rate.\*\*
- Arrange for appropriate tradesmen to effect necessary repairs & decoration to a maximum cost of £300.00 (above this cost approval will be gained, except for in cases of emergency)
- Issuing of a Section 21 Notice necessary to gain possession of the property
- Re-advertising of the property
- Following check-out with inventory clerk: obtain quotes for any deposit disbursements, negotiating any disbursements of the security deposit, returning deposit, remit any disputed amount to the TDS, unprotect deposit, organise contractors for repairs/replacements etc.

\* & \*\* Please see 'additional charged and fees' for information about additional charges



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES:

### **Set up fee and Deposit Registration fee**

**£180 (inc VAT)**

- Preparation of the Tenancy Agreement, Prescribed Information and other documentation where applicable
- 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

### **Inventory fee**

**£Quotes provided on request**

- Preparation of an Inventory and Schedule of Condition on behalf of the Landlord by an inventory clerk will depend on the size and style of the Premises. The cost of the preparation of the Inventory is borne by the Landlord.

### **Additional property visits**

**£90 (inc VAT)**

- To attend for specific requests such as neighbour disputes; monitoring the tenancy; or maintenance-linked visit

### **Submission of non-resident landlords receipts to HMRC**

**£30 (inc VAT) quarterly**

- Administration fee charged each quarter for tax retention and completion of the documentation required by the Centre for Non Residents

### **Arrangement fee for works for works over £1000 and up to the value of £5000**

**12% of the net cost**

- 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 results of any works

### **Arrangement fee for works over £5000**

**8.5% of the net cost**

- 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 results of any works

### **Rent Review & Renewal fee**

**3.6% (inc VAT) of the rent**

- If instructed, to review rent in accordance with the prevailing market condition and advise the Landlord
- Contract and rent negotiation, amending and updating terms and arranging a further tenancy and agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

### **Tenancy amendments**

**£80 (inc VAT)**

- Amending terms and updating the tenancy agreement during the tenancy

### **Court Attendance**

**£180 (inc VAT) per hour**

### **Preparation of notices for possession or court (not including a Section 21 notice)**

**£300 (inc VAT)**

### **Legionella Risk Assessment**

**£114 (inc. VAT)**

### **Check-out Fee (OPTIONAL)**

**£300 (inc VAT)**

Following check-out with inventory clerk:

- Obtain quotes for any deposit disbursements
- Negotiating any disbursements of the security deposit,
- Returning deposit, remit any disputed amount to the TDS,
- Unprotect deposit,
- Organise contractors for repairs/replacements etc.

IF YOU HAVE ANY QUESTIONS PLEASE ASK A MEMBER OF STAFF

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