Harry Charles

ARLA Affiliated Agent - Landlord Fee Schedule.

harrycharles

www.harrycharles.co.uk

Let and Fully Managed Service with Rent Guarantee and Legal Pack	All fees are + VAT
Set Up Fee • Full Market Appraisal • Advertising on all major Portals i.e. Rightmove, Zoopla etc • Erect a board in accordance with Town & Country Planning Act 1990 • Advice and guidance on Refurbishment • Advice and guidance on Legal Compliance • Find a tenant within the Landlords Guidelines • Accompanied Viewings • Referencing for up to two tenants (ID Checks, right to rent check, financial credit checks, employment and previous landlord references) • Guarantor referencing if required • ARLA Tenancy Agreement • Advise on non-resident tax status and HMRC (if relevant) • Registration of Deposit with The Tenancy Deposit Scheme • Advise all relevant utility providers of any changes and supply meter readings • Deduct and remit any pre tenancy invoices	£400
Monthly Fee • Collect and Remit the rent within 3 working days of receipt and provide monthly statement • Arrange routine repairs (under £500) and instruct approved contractors (providing two quotes). • Arrange payment to contractors and log and hold any warranties • Undertake two routine annual property visits and report to landlord • Payment of Service Charges & Ground Rents if required • Pursuant of any non-payment of rent and provide advice on rent arrears action • Annual Rent Reviews • Organise Check Out, Return of Deposit that the landlord has agreed with the tenant and de register the deposit with the TDS and provide closing meter readings with Utility companies. • Provide annual income and expenditure Statements • Updated Compliance • Right to rent follow up check in accordance with Immigration Acts 2014 - 2016 • Rent Guarantee with nil excess • Legal Pack with up to £100,000.00 of cover • Gas Safety reminders • Vacant property management – continuous management between lets • Issuing of Section 21 notice for possession • Issuing of Section 13 notice for rental increase • Multiple Property Landlords discount available 0.5 % - 2%	12% of monthly rent

Please refer to our Terms & Conditions for full explanations of all our fees and services detailed above

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The Property Ombudsman
LETTINGS

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Fully Managed - Additional Fees	All fees are + VAT
Inventory/Check In and Check out – Charges are dependent on quantity of bedrooms and if furnished or unfurnished.	Available on request
Gas Safety Certificate	£80
EPC – Energy Performance Certificate	£80
Renewal Contract – If a landlord wishes not to go onto the standard periodic term then a new ARLA tenancy agreement will be drawn up and signed by both parties	£100
Annual Submission to HMRC applicable to all Non-Resident Landlords	£50
Non-Resident Landlord Quarterly Submissions to HMRC – This fee is only applied to landlords without exemption numbers	£25 quarterly
Arrangement of works over £500 – Arranging and assessing the costs with the contractor, ensuring all works have been completed in accordance with the specification of the works, processing payment and retaining any warranties or guarantees.	10% of invoice
Sourcing Fee – should a landlord wish us to source and purchase furnishings/appliances etc on their behalf.	10% of invoice
Insurance Claims	12% of claim
Proof of Ownership – land registry check if required	£10
Key Cutting	£10 + cost of key(s)
Additional Clauses – If a landlord wishes to add additional clauses to the contract	£25 per clause
Contractor commission – This is charged to the contractor to cover the cost associated with arranging and facilitating the visit of a vetted professional tradesperson and ensuring their certificates and indemnity insurances are up to date	10% of invoice
Additional property visits/accompanied visits at landlord's request	£50 per visit
Court attendance fees if not covered in Legal Pack.	£50 per hour
Dispute Fee – should the landlord and tenant not be able to agree deductions and the deposit is required to go to dispute, this fee covers the preparation of evidence and application to The Dispute Service	£100
Additional Tenant referencing – (ID Checks, right to rent check, financial credit checks, employment and previous landlord references)	£100 per tenant

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Management takeover – To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under 'set up fees', receiving and protecting the deposit and providing all legal documentation to the tenant	£300
Landlord withdrawal Fees (before move in) – Once a landlord has agreed in principle to let to tenants that have been sourced and then decide to withdraw, this fee is to cover the cost associated with the marketing, advertising, referencing and tenancy set -up.	One weeks rent
Landlord withdrawal Fees (after the tenancy has started) – where the tenant remains in the property.	One month's rent
Electrical Installation Condition report (EICR)	Quote upon request
Portable Appliance Testing (PAT)	£85 includes 5 appliances
Additional HMRC reporting Fees. Responding to any specific queries	£50
Selling Fee - should the property be sold to our tenant or persons introduced by Harry Charles	1%
Sold property withdrawal fee - where a landlord sells a currently let property and the new owners do not continue our service but the tenant remains.	One month's rent

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