



Local
Independent
Property
Experts

www.grosvenorB.co.uk

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Client money protection
(cmp) provided by:
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Independent redress
Provided by: **TPOs**



We are members of the
TDS (TENANCY DEPOSIT SCHEME)



FEES TO: LANDLORDS

LEVEL OF SERVICE OFFERED

TENANT FIND 12% (inc VAT)

INCLUDES:

- Collect and remit initial month's rent received
- Agree collection of any shortfall and 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)

RENT COLLECTION 15% (inc VAT)

INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Arrangement payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions

FULLY MANAGED 18% (inc VAT)

INCLUDES:

- 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





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FEES TO: LANDLORDS

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)

Deposit registration fee **£42 (inc VAT)**

- 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

Additional property visits **£120 (inc VAT) per hour**

- 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 **£360 (inc VAT) annually**

- 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

Preparation of tenancy agreement, contract drafting and consultation **£240 (inc VAT)**

Consultancy **£120 (inc VAT) per hour**

- Additional key cutting, arranging safety checks, arranging installation of smoke alarms or carbon monoxide alarms.
- Arranging Energy performance certificates.
- Obtaining consent from lender or superior landlord.

Arrangement fee for refurbishments **10% + VAT of 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 result of any works

Service of notices to terminate a tenancy - non-managed only **£60 (inc VAT)**

Renewal fee (landlords share) **£120 (inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Check in fee (landlords only) **see attached schedule**

Instructing contractors during void periods **£120 (inc VAT)**

Preparing documentation of court proceedings of TDS adjudication **£120 (inc VAT) per hour**

Attendance at court or any tribunal on your behalf **£120 (inc VAT) per hour**

References **£60 (inc VAT) per person**

Company lets **£360 (inc VAT)**

If you have any questions on our fees, please ask a member of staff