

LANDLORD FEES**All Service Levels – Included:**

Regulation by RICS and members regulated by ARLA Client Money Protection Agree the market rent and find a tenant in accordance with the landlord guidelines Advice on presentation of the property Provide guidance on compliance with statutory provisions and letting consents Create letting particulars with internal/external photographs Promote your property on Watsons website and Rightmove Promote your property through our network of 6 offices in Norfolk Advertise your property in our prime window display locally	Erect board outside property in accordance with Town and Country Planning Act 1990 Accompanied viewings Find a tenant Reference prospective tenants Draw up the Assured Shorthold Tenancy Collect the first months rent and security deposit Inform the utilities of new tenant information Organise gas and electric checks (at cost) Organise EPC (at cost) Advise on non-resident tax status and HMRC (if relevant)
Non-Optional Fees:	
Court attendance fee £120 (inc VAT) per hour Submission of non-resident landlords receipts to HMRC £90 (inc VAT) quarterly	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

Find a Tenant Service - Fees calculated at 1 months rent plus VAT

Included:	Organise the inventory and check-in to protect your interest (at cost) Renewal fee Annual rent review Provide tenant with method of payment Deduct any pre-tenancy invoices Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
Optional Additional Fees:	Inventory Fee (at cost – variable dependent on size and number of bedrooms)

Find a Tenant and Rent Collection Service - Fees calculated at 1 months rent plus VAT plus 8% of rents received plus VAT

Included:	Collect rent every month and pass to the landlords bank account Organise the inventory and check-in to protect your interest (at cost) Deduct commission and pre-tenancy invoices Pursue non-payment of rent and provide advice on rent arrears actions Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
Optional Additional Fees:	Inventory Fee: (at cost – variable on size and number of bedrooms)

Full Management Service – Set-up fee £350 plus VAT plus 10% of rents received plus VAT

Included:	Provision and organisation of the inventory, check-in meeting and check-out meeting Property inspections at months 2, 6 & 12 of each tenancy Protect the deposit Collect rent every month and pass to the landlords designated bank account Pursue non-payment of rent and provide advice on rent arrears actions Organise gas and electric tests on your behalf during the tenancy Obtain quotes and manage any works/repairs as necessary Hold funds to carry out works on your behalf Deduct commission and invoices for works Advise all relevant utility providers of changes Ongoing assistance from our dedicated lettings and management team Provide easy-to-read statements Make any HMRC deduction and provide tenant with the NRL8 (if relevant) Advise on refurbishment Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy
Non-Optional Additional Fees:	Arrangement Fee for works/refurbishments over £600: 18% (inc VAT) of net cost (subject to a minimum fee of £120 (inc VAT)) <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 Additional property visits: £60 (inc VAT) <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