

# HAYWARD FOX OF LYMINGTON

## FEES TO LANDLORDS

Client Money Protection provided by:



Independent Redress:



propertymark

## FEES TO LANDLORDS

### Level of service offered

TENANT FIND: 60% of 1st months rent (inc VAT) Min £594

#### INCLUDES:

- Collect and remit initial months' 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)

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RENT COLLECTION: 12% of rent (inc VAT)

#### INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

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FULLY MANAGED: 15% of rent (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
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)



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[www.haywardfox.co.uk](http://www.haywardfox.co.uk)

### Additional non-optional fees and charges (irrespective of level of service)

#### SETUP FEE (LANDLORD'S SHARE): £594(inc VAT)

- 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)

#### INVENTORY FEE (LANDLORD'S SHARE) see attached Schedule

- Dependent on the number of bedrooms and/or size of the property and outbuildings

#### DEPOSIT REGISTRATION FEE: £60 (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: £36 (inc VAT)

- 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 (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

#### ARRANGEMENT FEE FOR WORKS OVER £750 12% 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

#### VOID PROPERTY INSPECTIONS: £60 (inc VAT)

- Additional inspections carried out on landlord's instruction during void.

#### RENT REVIEW FEE: £60 (inc VAT)

- 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

#### RENEWAL FEE (LANDLORD'S SHARE): £78 (inc VAT)

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

#### CHECKOUT FEE (LANDLORD'S SHARE): see attached Schedule

- Dependent on the number of bedrooms and/or size of the property and outbuildings

#### DISPUTED DEPOSIT: £210 (inc VAT)

- Administer claim and submit all relevant paperwork to scheme to support landlord's claim

#### NOTICE OF POSSESSION: £90 (inc VAT)

- Drafting and service of Section 21 notice.

#### COURT ATTENDANCE: £240 (inc VAT) per day or part of

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