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CLIENT MONEY PROTECTION
 (CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
 PROVIDED BY: **TPOs**



#LOOKFORTHELOGO
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FEES TO: LANDLORDS

jamesalexander.com

LEVEL OF SERVICE OFFERED:

Rent Collection	12% plus VAT (14.4% Inc VAT)	Management: 15% of rent (18% Inc VAT)
INCLUDES: Referencing of tenants including right to rent & credit check 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	Rent collection continued Collect and remit the monthly rent received Deduct commission and other works Pursue non-payment of rent and provide advice on rent arrears actions	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 Routine Inspections Arrange routine repairs and instruct approved contractors (providing two quotes)

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

- Setup Fee (Landlords Share): £ 400 plus VAT (£480 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 (landlords share) Varies depending £100-250 inc vat See attached Schedule
- Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

James
Alexander

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

Deposit Registration Fee:	£60 (inc VAT)
<ul style="list-style-type: none">Register landlord and tenant details and protect the security deposit with a Government-authorized SchemeProvide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£36 (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	
Submission of non-resident landlords receipts to HMRC	3.6% (inc VAT) quarterly
<ul style="list-style-type: none">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 :	Nil of net cost
<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 worksRetaining any warranty or guarantee as a result of any works	
Arrangement fee for refurbishments over £___	Nil of net cost
<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 worksRetaining any warranty or guarantee as a result of any works	
Obtaining more than two contractors quotes	£Nil (inc VAT) per quote
Rent Review Fee	£90 (inc VAT)
<ul style="list-style-type: none">Review rent in accordance with current prevailing market condition and advise the landlordNegotiate with tenantDirect tenant to make payment change as appropriateUpdate the tenancy agreementServe Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee (landlords share)	Included in above or £60 (inc VAT)
<ul style="list-style-type: none">Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£60 (inc VAT)
<ul style="list-style-type: none">Agree with tenant check out date and time appointment • Instruct inventory provider to attendNegotiate with landlord and tenant any disbursement of the security depositReturn deposit as agreed with landlord and tenant to relevant partiesRemit any disputed amount to Scheme for final adjudicationUnprotect security depositInstruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items	
Court Attendance	£100 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

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