

**ANTHONY JAMES  
MANSER**

**IS AN ARLA LICENSED MEMBER  
WWW.ARLA.CO.UK**

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



**INDEPENDENT REDRESS  
PROVIDED BY: TPOS**



# FEES TO: LANDLORDS

**let@anthonyjamesmanser.co.uk**

## LEVEL OF SERVICE OFFERED:

Tenant find: 10.2% of rent (inc VAT)

Rent collection: 14.4% of rent (inc VAT)

Fully managed: 15% of rent (inc VAT)

### INCLUDES:

- \*Advertising your property on our website and major property portals & Facebook & Twitter. Contact potential tenants on our applicant database.

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- \*Find tenants and take up references and draw up tenancy agreement

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- \*Collect and remit initial months' rent received and security deposit

- \*Collect and remit the monthly rent received and security deposit

- \*Collect and remit the monthly rent received

- \*Provide tenant with method of payment
- \*Deduct any pre-tenancy invoices

- \*Deduct commission and other works invoices
- \*Pursue non-payment of rent and provide advice on rent arrears actions

- \*Deduct commission and other works
- \*Advise all relevant utility providers of changes
- \*Keep records on tenancies and other matters relating to the property

- \*Arrange routine repairs and instruct approved contractors (providing two quotes)

- \*Hold keys throughout the tenancy term
- \*Register the security deposit with the TDS

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

Setup Fee (Landlords Share):

£N/A(inc VAT)

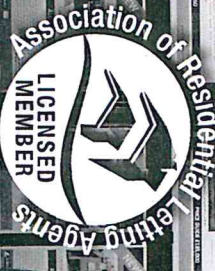
- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect 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)

See attached Schedule

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

...(continued)



**ARLA**

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

Items indicated below are covered in our Annual management fee of £90.00 (incl VAT)  
Deposit Registration Fee: £see above(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:

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit £60.00(inc VAT)

Submission of non-resident landlords receipts to HMRC

- 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 £90.00(inc VAT) quarterly

Arrangement Fee for works over £n/a:

- Arranging access and assessing costs with contractor: % of net cost
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Arrangement fee for refurbishments over £1,500.00

- Arranging access and assessing costs with contractor: 15% of net cost
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Obtaining more than two contractors quotes

£60.00(inc VAT) per quote

Rent Review Fee

£60.00(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 (landlords share)

£120.00(inc VAT)

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

Checkout Fee (landlords share)

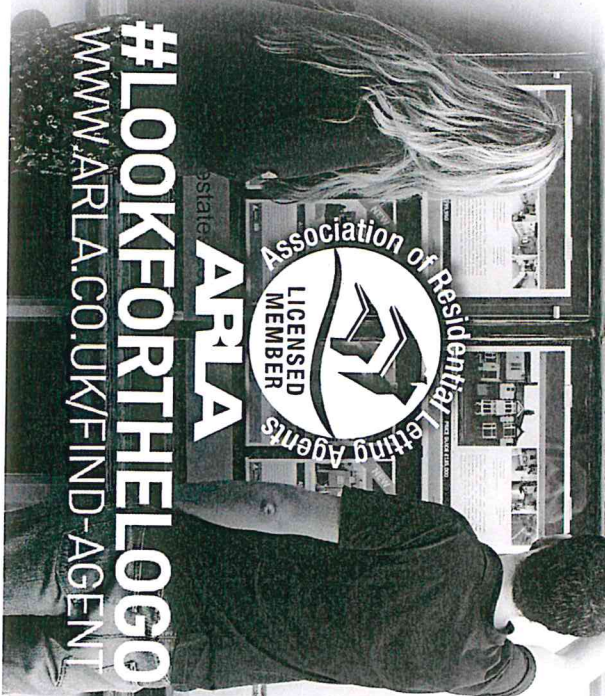
£36.00(inc VAT)

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

Court Attendance

£36.00(inc VAT) per hour

Section 21 completion £90.00 (incVAT) TDS dispute submission £180.00 (inc VAT)  
IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF



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