

LANDLORD COSTS

Thank you for your interest in renting your Retirement Apartment through Churchill Sales & Lettings. We offer three different levels of service which are outlined below, along with any additional fees that may come up in respect of your rental.

Tenancy Setup Fees - £375 + VAT (£450 inc VAT)– Fee deducted from the first month's rent.

This fee applies to **All** service levels and includes drafting of the Tenancy Agreement, referencing of the Tenant, Inventory, Right to Rent checks and Deposit Registration.

Level 1 - Tenant Find Only service - Half a month's rent plus VAT, subject to a minimum fee of £550 + VAT (£660 inc VAT). This fee is deducted from the first month's rent.

Level 2 - Rent Collection – 10% of the rent + VAT (12% inc VAT) payable monthly ongoing for the duration of the tenancy.

With both these services, once the Tenancy has started and the initial paperwork is complete, you as the Landlord will take over. The maintenance will be the Landlord's responsibility and we will provide the Tenant with your contact details. It will also be your responsibility to handle the End of Tenancy process.

Level 3 – Full Management - 15% of the rent + VAT (18% inc VAT), payable monthly for the duration of the Tenancy.

Includes –

- Full marketing of your property with professional brochures and online marketing.
- Advise on non-resident tax status and HMRC (if relevant).
- Carry out accompanied viewings and give feedback.
- Arrange a new EPC if required.
- Find a Tenant and negotiate on the best achievable rent.
- Once agreed, confirm the term and arrange full referencing of Tenant, including Anti-Money Laundering checks and the Independent Living appointment with the Lodge Manager.
- Provide guidance on compliance and book new EICR if required.
- Production of Tenancy Agreement and other documentation.
- Organise and book in Inventory appointment.
- Arrange the rent demand, collect and remit the monthly rent.
- Transfer Tenant's deposit to the TDS and send out all Prescribed information.
- Monthly statements will be emailed to the Landlord, free of charge (hard copies will incur a fee).
- Investigate and chase any rent arrears.
- Carry out routine 6 monthly property visits.
- Manage any maintenance issues and arrange routine repairs with approved contractors.
- Serve any legal notices (as and when required).
- Manage any tenancy extension or renewal between both Landlord & Tenant.
- Manage the End of Tenancy process, from agreeing/accepting notices, organising the check out and then once the report is received, agreeing any Tenancy dilapidations. Finally arranging for all dilapidations to either be settled between Landlord and Tenant. If there is a dispute over any claim, then we refer to the Dispute Resolution Service department at TDS.
- Agree re-marketing if required.

ADDITIONAL FEES

Service	Excluding VAT	Including VAT
Admin Fee for Booking EPC or EICR	£25	£30
Serving of Notices/Sections (TFO & RC Only)	£60	£72
Check-out fee - 1 bed (TFO & RC Only)	£110	£132
Check-out fee - 2 bed (TFO & RC Only)	£125	£150
Renewal Fee (TFO & RC Only)	£200	£240
Renewal Fee for FM	£100	£120
Monthly Paper Statements (Paid from the rent. Emailed statements are free of charge)	£10	£12
Arrangement Fee for any major works/refurbishment	10%	12%
To handle the end of tenancy dilapidations for <u>non-managed</u> tenancies including TDS Arbitration (TFO & RC Only)	£400	£450
Court attendance Fee	£250 + reasonable travel costs	£300 + reasonable travel costs
Additional Property Visits	£100	£120
Land Registry Search	£5	£6
Additional Key Cutting (for additional or lost keys and fobs)	SUBJECT TO QUOTATION	SUBJECT TO QUOTATION
Cancellation of let before the tenant moves in	£250	£300
Vacant Property Management	£50 PER VISIT	£60 PER VISIT