

## LANDLORD FEE SCHEDULE

We offer a range of services to best help you to look after your rental property and maximise your investment.



Our standard services include the following and additional options plus our Pick & Mix Service are listed below

### Letting Only

1 month rent (plus VAT)

Includes:

- Offering the property for letting in accordance with landlord instructions.
- Promote the property to find suitable tenants.
- Arrange appointments to view and interview prospective tenants.
- Check suitable tenants, including references and credit checks.
- Prepare the tenancy and any relevant notices.
- Arrange for the tenancy agreement to be signed and exchanged between parties.
- Collect the initial rent payment and dilapidations deposit.

### Rent Collection

9.6% of rent (Inc VAT)

Includes:

All service as in the Letting Only service plus:

- Tenancy Deposit Scheme Registration.
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy.
- Collect and arrange for net rental receipts to be remitted directly to the landlord.
- Prepare and issue monthly statements of rental income and expenditure.
- Arrange for landlords residing overseas to retain an appropriate sum from the property's rental income.
- Take prompt action to avoid the accrual of rental arrears.
- Notify the Council and Water Authority of change of tenant.
- Inspect the property at the termination of the tenancy.
- Deposit settlement, including any claims handling.

### Fully Managed

12% of rent (Inc VAT)

Includes:

All service as in the Letting Only plus:

- Tenancy Deposit Scheme Registration.
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy.
- Collect and arrange for net rental receipts to be remitted directly to the landlord.
- Prepare and issue monthly statements of rental income and expenditure.
- Arrange for landlords residing overseas to retain an appropriate sum from the property's rental income.
- Take prompt action to avoid the accrual of rental arrears.
- Notify the Council and Water Authority of change of tenant.
- Inspect the property as required and produce a detailed inspection report.
- Arrange for the maintenance and any repairs of the property.
- Inspect the property at the termination of the tenancy.
- Deposit settlement, including any claims handling.

Please ask a member of the Pennington team if you have any questions or would like any advice.

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## Additional services and fees

Landlord Setup Fee (Fully Managed and Rent Collect only.)	<p>Agree the market rent and find a tenant in accordance with the landlord guidelines. Advise on refurbishment and other works prior to letting. Provide guidance on compliance with statutory provisions and letting consents. Advertising and marketing costs of the property. Erect board outside property in accordance with Town and Country Planning Act 1990 if required. Production cost in producing Letting list and in office details.</p> <p>If a landlord withdraws after an agreed offer, the setting up fee will be charged at £240 (inc VAT)</p>	<p>£240.00 (inc VAT)</p> <p>£210.00 (inc VAT) for subsequent re-lets to new tenants.</p>
Inventory Fee	Dependent on the number of bedrooms and/or size of the property and outbuildings	<p>Full inventory from £54.00 (inc VAT) Updated inventory: Unfurnished £36.00 (inc VAT) Furnished £48.00 (inc VAT)</p>
Pre-final inspection	Charged to whomever requests	£36.00 (inc VAT)
Empty property check	Property visits during a void period	£36.00 (inc VAT) per visit
Arrangement fee for refurbishments over £10,000	<p>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.</p>	12% of net cost
Rent Review	<p>Review rent in accordance with current prevailing market condition and advise the landlord Negotiate with tenant Direct tenant to make payment change as appropriate Serve Section 13 Notice if tenancy is on a rolling monthly basis</p>	£48.00 (inc VAT)
Duplicate paper statements (e-mailed copies are free)		<p>£10.00 (inc VAT) Each £50.00 (inc VAT) 12 months</p>
Consultancy fee	To review amendments to contract/standard AST tenancy	£15.00 (inc VAT)

## Pick & Mix Services

As well as the above standard services, we also are pleased to offer a suite of services tailored specifically for landlords who prefer to let or manage their property themselves, but who may be interested in help on some aspects of the letting process. Based on your budget and needs, you can pick and mix any of the services we can provide, as and when required.

Visit [pennington-online.co.uk/pick-mix-service/](http://pennington-online.co.uk/pick-mix-service/) for more information or contact one of the Pennington team on 01394 337590 or [info@pennington-online.co.uk](mailto:info@pennington-online.co.uk)

