

## Landlord's Fees

### Introduction of Tenancy

12% Inc VAT for fixed term and 6% inc VAT 2<sup>nd</sup> year, 3.6% 3<sup>rd</sup> year.

- We will advise you on preparing your property for rental.
- Provide a market appraisal.
- Advertise your property on our website, Prime Location, RightMove, Zoopla and linked websites.
- Carry out accompanied viewings.
- All offers will be submitted to you for approval.
- Carry out full referencing and credit checks.
- Tenancy Agreements will be forwarded to both you and the Tenant for signature.
- We can assist in arranging for an Inventory and Schedule of Condition to be compiled and the Inventory check in at the start of the tenancy.
- We will advise you on all safety requirements necessary prior to the start of the tenancy.
- Prior to the end of tenancy, discuss renewal or termination of tenancy.

### Standard Letting and Rent Receipt

14.4% inc VAT for the tenancy including any renewal.

In addition to the Introduction Of Tenancy service:

- Arrange for rent payments to be credited to a specified client account and once the funds have cleared we will forward the net sum on to you within three working days.
- Provide a monthly statement.
- Operate rent arrears process in lieu of rent not received.
- Should the rent fall into arrears by two instalments we will advise on legal procedures for the termination of the tenancy.

### Letting and Management

16.8% inc VAT for the tenancy including any renewal.

In addition to the Introduction Of Tenancy and Rent Receipt Services:

- Arrange for an Inventory and Schedule of Condition to be compiled.
- We will look after the day to day running of the property and ensure that all queries and minor problems are dealt with, bearing in mind your interests at all times.
- Any emergencies will be dealt with as necessary and we offer an out of hours emergency service to the Tenants.
- Items of repair and maintenance will be referred back to you for approval, or an arrangement can be agreed for us to carry out works to the value of £250.00, if preferred.
- Ensure all safety certificates are kept up to date.
- Inspect the property internally at least twice per year.
- Deposit negotiations.
- Handle change over of utility suppliers.

## Management Only

9.6% inc VAT for the term including any renewal.

Sale of Property to Tenant Fee, 1.2% inc VAT.

Overseeing works valued over £500 fee, 12% inc VAT of total invoiced cost.

## Additional optional and non optional fees and charges

Tenancy Set Up Fee £540 inc VAT. Including referencing, tenancy agreements and registration of deposit.

## Inventory Make, Check In and Check Out Fees

Paid by the Landlord and depends on size and furnishing state of the property and outbuildings.

Tenancy Renewal Fee £180 inc VAT.

Refurbishment of Property 12% inc VAT of total contract cost

## Abortive Tenancy Fee

Should you not wish to proceed with a tenancy after acceptance of an offer unless references have failed, £444 inc VAT.

Additional property inspections, £120 inc VAT per visit.

Attending Court or Arbitration, £600 inc VAT per day or part thereof.

Grantley is an ARLA licensed member

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

Client money protection (CMP) provided by ARLA

Independent Redress Scheme operated by The Property Ombudsman (TPO)

Tenancy Deposit Protection Scheme (TDS)

