



FEES TO: LANDLORDS

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



**INDEPENDENT REDRESS
PROVIDED BY: TPOs**



LEVEL OF SERVICE: Fees (Plus VAT at current rate)

TENANCY SET UP ONLY	SET UP & RENT COLLECT	SET UP, RENT COLLECT & MANAGEMENT
<p>FEES: Tenancy Set up fee - One month's rent**</p> <p>INCLUDES</p> <ul style="list-style-type: none"> • Rent appraisal & find tenant in accordance with landlord's guidelines • Market property and advertise on relevant portals • Advise on refurbishment • Provide guidance on compliance with statutory provisions & letting consents • Carry out accompanied viewings (as appropriate) • Erect board outside property in accordance with Town and Country planning act 1990. • Negotiate terms of tenancy with landlord and tenant • Advise on non-resident tax status & HMRC (if relevant) • Statutory Right to Rent check on occupiers • Credit check & reference report on occupiers • Organise signing of documents for new tenancy • Collect & remit initial rent • Collect security deposit. • Provide tenant with method of rent payment • Deduct commission and any pre-tenancy invoices and issue statement 	<p>FEES: Tenancy Set up fee - 2 weeks rent then 10% monthly**</p> <p>INCLUDES</p> <ul style="list-style-type: none"> • All Tenancy set up services (see side panel left) • Negotiating & arranging signing of Tenancy Agreement • Collect and remit rent • Provide rental statements • Arrange payments from rental for statutory requirements • Assist with Tax Exemption certificate if overseas landlord • Pursue non-payment of rent & provide advice on rent arrears action • Negotiate renewals and extensions of tenancy • Negotiate rent reviews • Oversee end of tenancy procedures • Organise Inventory & Schedule of condition • Organise registration of deposit with approved scheme 	<p>FEES: Tenancy Set up fee - 2 weeks rent then 12% monthly**</p> <p>INCLUDES</p> <ul style="list-style-type: none"> • All Tenancy set up & Rent Collect services (see side panels left) • Act as point of contact between Landlord and Tenant • Undertake property visits & issue digital report • Arrange routine repairs and instruct approved contractors • Obtain estimates from approved contractors • Advise on compliance with current legislation • Advise on breach of Tenancy & serving of prescribed notice if required • Negotiate deductions from deposit at end of Tenancy • Advise on deposit disputes • Hold keys throughout the Tenancy term • Pay authorised bills from rental income • Dedicated 'Landlord portal' providing on line immediate access to rent statements, property information and tenancy data

**FEES MAY VARY, DEPENDENT ON RENT AND STYLE OF PROPERTY – Please ask a member of staff

See separate charges for other services (if required)



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