

# Bletsoes

— EST. 1881 —



## Residential Landlords Standard Fees and Charges

# Residential Landlords Standard Fees and Charges

Our charges are based on the level of service that suits your requirements. Most of our clients choose our Fully Managed Service for peace of mind and the comfort that their property asset is being well looked after but we also offer a Let Only Service for clients who want to undertake the day to day management of their property themselves.

## Fully Managed

### 12% of rent (10% of rent plus VAT)

As part of our Fully Managed Service we will:

- Advise on the marketing of your property including review of compliance and health and safety
- Arrange appropriate checks of services/appliances as required to meet compliance obligations
- Market the property and advertise on relevant portals
- Provide our standard residential tenancy agreement
- Collect, hold and register the deposit
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct management fees and any other agreed costs
- Advise all relevant utility providers of changes
- Arrange Inventory of property pre-occupation of Tenant
- Undertake an inspection within the first 6 months of the Tenancy and then ongoing half yearly inspections, including notifying the Landlord of the outcome (additional inspections are available at an extra charge)
- Arrange routine repairs and instruct approved contractors
- Provide main point of contact for the Tenant and liaise with the Landlord throughout the Tenancy
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide the Tenant with the NRL8 (if relevant)
- Complete exit inspection, report to the Landlord and arrange deposit return

***Discounts may apply for portfolio management***

## Let Only

### One Month's rent plus VAT (subject to a minimum of £720 inc VAT - £600 plus VAT)

As part of our Let Only Service we will:

- Advise on the marketing of your property including review of compliance and health and safety
- Market the property and advertise on all relevant portals
- Provide our standard residential tenancy agreement
- Collect, hold and register the deposit (Registration of deposit is subject to additional charges)
- Collect and remit initial month's rent received
- Agree collection of any shortfall and payment method
- Provide the Tenant with method of payment
- Deduct any pre-tenancy invoices
- Undertake inspection within first 6 months of the Tenancy
- Make any HMRC deduction and provide the Tenant with the NRL8 (if relevant)
- Provide the Tenant with the Landlord's contact details as main point of contact throughout the Tenancy
- Entry Inspection (subject to additional charges as per below)
- Arrange Inventory

## Schedule of service level provided along with additional charges where relevant:

Service	Fully Managed	Let Only
<p><b>MARKETING</b></p> <ul style="list-style-type: none"> <li>· Agree the market rent and find a Tenant in accordance with the Landlord guidelines (including Tenant referencing)</li> <li>· Advise on refurbishment</li> <li>· Provide guidance on compliance with statutory provisions and letting consents</li> <li>· Carry out accompanied viewings (as appropriate)</li> <li>· Market the property and advertise on relevant portals</li> <li>· Erect board outside property in accordance with Town and Country Planning Act 1990</li> <li>· Advise on non-resident tax status and HMRC (if relevant)</li> </ul>	Included	Included
<p><b>TENANT CHECKS</b></p> <ul style="list-style-type: none"> <li>· Right to rent checks (per application)</li> <li>· Tenant and/or Guarantee Referencing (per application)</li> </ul>	<p>£50.00</p> <p>£50.00</p>	<p>£50.00</p> <p>£50.00</p>
<p><b>COMPLIANCE</b></p> <p>Arrangement of the following checks:</p> <ul style="list-style-type: none"> <li>· Gas Safety Record</li> <li>· Portable Appliance Test (if required)</li> <li>· Electrical Test</li> <li>· Energy Performance Certificate</li> <li>· Legionella Risk Assessment (if requirement identified)</li> </ul>	Included	N/A
<p><b>INVENTORY</b></p> <ul style="list-style-type: none"> <li>· Dependent on the number of bedrooms and/or size of the property and outbuildings</li> </ul>	Included	<p>£120.00</p> <p>(additional charges may apply for larger properties)</p>
<p><b>DEPOSIT REGISTRATION</b></p> <ul style="list-style-type: none"> <li>· Register Landlord and Tenant details and protect the security deposit with a Government-authorized Scheme</li> <li>· Provide the Tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li> </ul>	Included	£100.00

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Service	Fully Managed	Let Only
<p><b>RENT COLLECTION</b></p> <ul style="list-style-type: none"> <li>Collect and remit monthly rent received</li> <li>Deduct management fees and any other agreed costs</li> <li>Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>Make any HMRC deduction and provide Tenant with NRL8 (if relevant)</li> </ul>	Included	N/A
<p><b>INSPECTIONS</b></p> <ul style="list-style-type: none"> <li>First inspection within 6 months and thereafter 6 monthly</li> <li>Additional agreed inspections</li> </ul>	Included £120 per inspection	First inspection inc. N/A
<p><b>ADDITIONAL PROPERTY VISITS</b></p> <ul style="list-style-type: none"> <li>To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li> </ul>	Included	£100.00
<p><b>ARRANGEMENT FEE FOR REFURBISHMENTS OVER £1,000</b></p> <ul style="list-style-type: none"> <li>Arranging access and assessing costs with contractor</li> <li>Ensuring work has been carried out in accordance with the specification of works</li> <li>Retaining any warranty or guarantee as a result of any works</li> </ul>	10% of Net Cost	N/A
<p><b>SUBMISSION OF NON-RESIDENT LANDLORDS RECEIPTS TO HMRC</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	Included	N/A
<p><b>RENT REVIEW FEE</b></p> <ul style="list-style-type: none"> <li>Review rent in accordance with current prevailing market condition and advise the Landlord</li> <li>Negotiate with Tenant</li> <li>Direct Tenant to make payment change as appropriate</li> <li>Upgrade the tenancy agreement</li> <li>Serve Section 13 Notice if tenancy is on a rolling monthly basis</li> </ul>	Included	£360.00

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Service	Fully Managed	Let Only
<p><b>RENEWAL FEE</b></p> <ul style="list-style-type: none"> <li>Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li> <li>Excludes amending Inventory and Deposit</li> </ul>	Included	£360.00
<p><b>CHECKOUT FEE</b></p> <ul style="list-style-type: none"> <li>Agree with Tenant check out date and time appointment</li> <li>Complete exit inspection</li> <li>Negotiate with Landlord and Tenant any disbursements of the security deposit</li> <li>Instruct contractors; obtain quotes; organise repairs/replacement/ cost of any broken or missing items</li> <li>Return deposit as agreed with Landlord and Tenant to relevant parties</li> <li>Liaise with TDS regarding any disputes</li> <li>Formally end tenancy with TDS</li> </ul>	Included	£180.00
<p><b>COURT ATTENDANCE/ARBITRATION</b></p> <ul style="list-style-type: none"> <li>(Please note these charges are independent of any charges your legal or other advisors may charge)</li> </ul>	£180 per visit	N/A
<p><b><i>All charges are inclusive of VAT</i></b></p>		

## SERVICES

**Bletsoes offers its clients the following range of services:**

- Residential Property Management
- Residential Sales
- Residential Purchases
- Valuation
- Agricultural Property Management
- Agricultural Sales
- Agricultural Purchases
- Auctions
- Option and Promotion Agreements
- Planning Promotion
- Development Land Sales
- Planning Consultants and Project Management
- Commercial Property Management
- Compulsory Purchase and Compensation
- Rural Support and Schemes
- Farming Agreements
- Succession Planning
- Farm Business Appraisals

More information about our range of services is available on our website [www.bletsoes.co.uk](http://www.bletsoes.co.uk)

## LETTING AGENT LEGAL OBLIGATIONS

At Bletsoes we take our legal obligations as letting agents very seriously and we are members of the schemes below to ensure that our clients are protected and that our services are properly regulated. We also operate a complaints handling procedure a copy of which is available on request.

**Client Money Protection  
(CMP) provided by**



**Tenancy Deposit Protection  
provided by**



**Independent Redress  
(Consumers) provided by**



# Bletsoes

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