



LANDLORD FEES

Level of service offered:

Tenant Find: 60% of first month's rent (+VAT)

Includes:

- Set up fee (detailed on page 2)
- Collect and remit initial months' rent and security deposit received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Rent Collection: 8% of rent (+VAT)

Includes:

- Collect and remit the monthly rent received
- Collect security deposit and lodge into the deposit protection service (DPS)
- Deduct commission and other works
- Arrange payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions

Telephone: 01904 227992 **Email:** lettings@austinbrooks.co.uk
Address: 90 Tadcaster Road, York, YO24 1LT

Company registration no: 08075154



Fully Managed: 10% of rent (+VAT)

Includes:

- Collect and remit the monthly rent received
- Collect security deposit and lodge into the deposit protection service (DPS)
- Pursue non-payment of rent and provide advice on rent arrears actions
- Advise all relevant utility providers of changes
- Undertake quarterly property visits for the duration of the tenancy
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term

Additional Fees and Charges (if applicable)

Setup Fee (for managed properties): £250 (+VAT)

Includes:

- Agree the market rent and find a tenant in accordance with the landlords guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and lettings consents
- Carry out accompanied viewings
- Market the property and advertise on relevant portals
- Erect board outside the property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Obtain landlord and employment references for prospective tenants, the findings of which will be sent to you.
- Prepare the tenancy paperwork including comprehensive tenancy agreements.

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Inventory Fee: Starting from £75 (+VAT)

Costs will vary dependant on:

- Number of bedrooms
- Size of property
- Whether furnished or unfurnished

Deposit Registration Fee: £30 (+VAT)

Includes:

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Additional Property Visits: £30 (+VAT)

Includes:

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or maintenance-linked visit

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Caretaking Fee: £25 (+VAT)

Includes:

- Visits during a void period using our caretaking service

Refurbishment Fee: 10% of the total cost (+VAT)

Includes:

- Supervise the partial or total refurbishment of the premises for a fee of 10% of the total cost of the work but subject to a minimum fee of £240.00 including VAT.

Rent Review Fee: £36 (+VAT)

Includes:

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

Section Notice Fee: £36 (+VAT)

Includes:

- Preparing and serving the notices to terminate a tenancy where we do not manage the property.



Checkout Fee: £70 (+VAT)

Includes:

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit and disputed amount to Scheme for final adjudication.
- Unprotect security deposit (if Austin Brooks initially protected the deposit)
- Instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items

Maintenance Arrangement Fee: £10 (+VAT)

Includes:

- Instructing contractors during a void period or if we are not managing the premises

Court Attendance: £60 (+VAT) per hour

Includes:

- Preparation of any documentation for County Court Proceedings or DPS adjudication
- Attending court or any tribunal on behalf of the Landlord

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF OUR TEAM

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