

LANDLORD FEES SCHEDULE	LEVELS OF SERVICE OFFERED		
	Tenant Find: 90% of first months' rent (inc. VAT)	Rent collection: 10% of rent (inc. VAT)	Fully managed: 12% of rent (inc. VAT)
Agree the rental value	✓		
Provide guidance on compliance with statutory provisions and letting consents	✓		
Advise on refurbishment requirements	✓		
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓		
Market the property and advertise on relevant portals	✓		
Carry out accompanied viewings (as appropriate)	✓		
Find tenants	✓		
Advise on non-resident tax status and HMRC (if relevant)	✓		
Collect and remit initial months' rent	✓		
Provide tenants with method of payment	✓		
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Advise all relevant utility providers of any changes			✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes where applicable)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

Carling Jones Limited, 68 High Street, Skipton BD23 1JJ

Tel: (01756) 799163 **Email:** sales@carlingjones.co.uk **Web:** carlingjones.co.uk



Registered Office: 68 High Street Skipton BD23 1JJ Registered Company No: 8618308 Vat No: GB217234628



LANDLORD FEES SCHEDULE

ADDITIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) *if not provided on instruction or undertaken by the landlord:*

- Energy Performance Certificate (EPC) £90 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £90 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £150 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £30 per appliance (inc. VAT) per tenancy
- Legionella Risk Assessment £100 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £20 per alarm (inc. VAT) per tenancy

START OF TENANCY FEES FOR MANAGED PROPERTIES

Set-up Fees: 90% of first months' rent (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Deposit Registration Fees (where collected): £120 (inc. VAT) per tenancy for 'Tenant Find' clients (registration fee is free of charge for managed properties). Register landlord and tenant details and protect the security deposit with a Government-authorized scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.
Inventory Fees: £150 (inc. VAT) for 'Tenant Find' clients. Inventory is included free of charge for managed properties.

DURING TENANCY FEES

Renewal Fees: £60 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

END OF TENANCY FEES

Check-out Fees: £60 (inc. VAT) per tenancy for 'Tenant Find' clients. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.
Court Attendance Fees: £150 (inc. VAT) per hour.

Tenancy Dispute Fee: £250 (inc. VAT) per tenancy.

The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

FINANCIAL CHARGES

Submission of Non-Resident Landlords receipts to HMRC £18 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £18 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Deposit Transfer Fees: £60 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

PLEASE ASK A MEMBER OF STAFF IF YOU HAVE ANY QUERIES ABOUT OUR FEES

CLIENT MONEY PROTECTION:

Carling Jones Limited is a member of the RICS Client Money Protection Scheme. A copy of the certificate is available on our website and further details can be found at www.rics.co.uk

INDEPENDENT REDRESS:

Carling Jones is a member of The Property Ombudsman redress scheme. Further details can be found at www.tpos.co.uk

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