

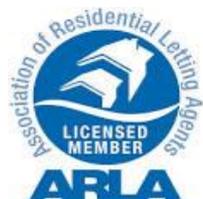
## Landlord Fees

Client Money Protection is provided by [ARLA](#) Independent Redress is provided by [TPO](#)

For further information please access the relevant text within the Consumer Rights Act which is available via the link below - Part 3, chapter 3 of the CRA15 contains a number of provisions relating to the disclosure of lettings fees. Should you have any immediate queries or concerns, however, please contact your nearest Hawes & Co Branch at [www.hawesandco.co.uk](http://www.hawesandco.co.uk)

<http://www.legislation.gov.uk/ukpga/2015/15/part/3/chapter/3/enacted>

Tenant Find 12% inc. VAT	Rent Collection 15% inc. VAT	Fully Managed 18% inc. VAT
INCLUDES	INCLUDES	INCLUDES
<ul style="list-style-type: none"> <li>Provide free valuation and suggest areas of improvement to maximise income</li> <li>Arrange Energy Performance Certificate Prepare full colour property details with internal and external images</li> <li>Upload your property to our website and major property websites including Rightmove and Zoopla</li> <li>Full colour local newspaper advertising Email alerts to our registered potential tenants</li> <li>Accompanied viewings</li> <li>Full tenant referencing including detailed credit, employment and previous landlord reference checks</li> <li>Advise on issues of compliance</li> <li>Preparation of the Tenancy Agreement</li> <li>Arrange for Inventory and end of tenancy check out</li> <li>Collect 6 weeks security deposit and if held by us will register with a Government approved Deposit Protection Scheme and continue to protect the deposit according to legislation</li> <li>Collect first month (cleared funds) rent in advance</li> <li>Provide tenant with Banker's Standing Order for rental payments</li> </ul>	<ul style="list-style-type: none"> <li>Provide free valuation and suggest areas of improvement to maximise income</li> <li>Arrange Energy Performance Certificate</li> <li>Prepare full colour property details with internal and external images</li> <li>Upload your property to our website and major property websites including Rightmove and Zoopla</li> <li>Full colour local newspaper advertising Email alerts to our registered potential tenants</li> <li>Accompanied viewings</li> <li>Full tenant referencing including detailed credit, employment and previous landlord reference checks</li> <li>Advise on issues of compliance Preparation of the Tenancy Agreement Arrange for Inventory and end of tenancy check out</li> <li>Collect 6 weeks security deposit and if held by us will register with a Government approved Deposit Protection Scheme and continue to protect the deposit according to legislation</li> <li>Collect first month (cleared funds) rent in advance</li> <li>Provide tenant with Banker's Standing Order for rental payments</li> <li>Educating, advising and implementing new legislative changes</li> <li>Arrange annual gas safety check</li> <li>Collect rent on a monthly basis, held in a protected Client Account</li> <li>Arrange annual gas safety check</li> </ul>	<ul style="list-style-type: none"> <li>Provide free valuation and suggest areas of improvement to maximise income</li> <li>Arrange Energy Performance Certificate</li> <li>Prepare full colour property details with internal and external images</li> <li>Upload your property to our website and major property websites including Rightmove and Zoopla</li> <li>Full colour local newspaper advertising Email alerts to our registered potential tenants</li> <li>Accompanied viewings</li> <li>Full tenant referencing including detailed credit, employment and previous landlord reference checks</li> <li>Advise on issues of compliance</li> <li>Preparation of the Tenancy Agreement</li> <li>Arrange for Inventory and end of tenancy check out</li> <li>Collect 6 weeks security deposit and if held by us will register with a Government approved Deposit Protection Scheme and continue to protect the deposit according to legislation</li> <li>Collect first month (cleared funds) rent in advance</li> <li>Provide tenant with Banker's Standing Order for rental payments</li> <li>Educating, advising and implementing new legislative changes</li> </ul>



	<ul style="list-style-type: none"> <li>• Collect rent on a monthly basis, held in a protected Client Account</li> <li>• Chase late rents using our dedicated arrears and collection team</li> <li>• Payments by BACS once cleared funds are received from tenant avoiding delays Provide detailed HMRC compliant monthly statements</li> <li>• Negotiate renewal at end of fixed term</li> <li>• Advise on annual rent increases</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange annual gas safety check</li> <li>• Collect rent on a monthly basis, held in a protected Client Account</li> <li>• Chase late rents using our dedicated arrears and collection team</li> <li>• Payments by BACS once cleared funds are received from tenant avoiding delays Provide detailed HMRC compliant monthly statements</li> <li>• Negotiate renewal at end of fixed term</li> <li>• Advise on annual rent increases</li> <li>• Manage all issues of repair, maintenance and remedial work.</li> <li>• Arrange and manage all emergency work Regular property visits reporting back to the landlord including detailed photo reports</li> <li>• Arrange an end of tenancy inspection and negotiate any dilapidation issues which arise</li> <li>• Represent landlords where dispute is raised with the Government backed deposit protection scheme</li> <li>• Serve notice to regain property, liaise with legal teams and where necessary provide court representation.</li> </ul> <p>Provide tenants with basic household / housekeeping advice and education.</p>
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**Setup Fee (Landlords Share): £120 (Inc VAT)**

Preparation of the Tenancy Agreement

- Provide guidance on compliance with statutory provisions and letting consents Carry out accompanied viewings (as appropriate )
- Market the property and advertise on relevant portals erect board outside property in accordance with Town and Country Planning Act 1990 Advise on non-resident tax status and HMRC (if relevant)

**Inventory make & Check out Fee (landlords share) £170 to £450 (Incl VAT)**

- Dependant on the number of bedrooms, furnishings and/or size of the property and outbuildings.

**Deposit Registration Fee: £60 (Inc VAT)**

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

**Quarterly Routine Inspections & Additional property visits: £30 (Inc VAT)**

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

**Submission of non-resident landlords receipts to HMRC £60 (Inc VAT) quarterly**

- 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

**Preparing a period statement of rental income £60 (Inc VAT)**

**Renewal Letting Fee (landlords share)**

The same fee percentage as agreed at the commencement of the tenancy will continue to be charged for the duration of the renewal period at the same intervals.

**Deposit Registration Renewal Fee: £60.00 (Inc VAT)**

**Tenancy agreement renewal fee £100.00 (Inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement



**Court Attendance £60 (Inc VAT) per hour**

**TDS Dispute administration fee £60 (Inc VAT)**

**Fixed Fees for the following repairs/maintenance and inspections (optional):**

- Gas Safety Inspection £78 (Inc VAT)
- Boiler Service £78 (Inc VAT)
- Gas safety inspection and boiler service combined £144 (Inc VAT)
- Gas safety inspection, boiler service and carbon monoxide alarm combined £234 (Inc VAT)
- Portable Appliance Test £84 (Inc VAT)
- Energy Performance Certificate £144 (Inc VAT)

**Repairs/Maintenance and Inspections Fees**

A charge of 12% (Incl Vat) of the overall cost of any **repairs/maintenance and inspections** (*excluding fixed fees repairs/maintenance and inspections*) will be applied.

**Land registry search £24 (Inc VAT) per property**

