

Schedule of Fees for Landlords

philip INDEPENDENT
ESTATE
AGENT
Jarvis

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Our Landlord Services:

At Philip Jarvis Estate Agent we offer two types of service which you can choose from, namely our comprehensive and popular:

- Fully Managed Service, or our
- Let Only Service (or it is sometimes referred to as a Tenant Find Service)

This Schedule of Fees for Landlords is designed to make it absolutely transparent to you as a Landlord, what is included within each type of service so you can decide which option may suit you best.

‘Whichever service option you choose, we aim to exceed your expectations and deliver a high standard of customer care to both you and your tenant.’

Philip Jarvis
Director BSc(Hons)
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All Our Services Include:

- An appraisal of your property which includes specific advice and agreeing the market rental price, in accordance with Landlord guidelines and current market conditions.
- Advice on property refurbishment and any outstanding property maintenance.
- Seamless onboarding service from another agent.
- Advice on Non-Resident tax status and HMRC (if relevant)
- Guidance on compliance with statutory provisions and letting consents.
- Marketing the property on our own website and major portals and promotion of your property to our applicant database.
- A To-Let board erected outside your property in accordance with the Town & Country Planning Act 1990.
- Accompanied viewings with constructive feedback.
- Contract negotiation and preparation of the tenancy agreement.
- Managing the referencing process of tenants and any associated guarantor, via a third party referencing company. This includes ascertaining identity, immigration & VISA confirmation, Right to Rent checks, financial credit checks and assisting tenants obtaining references from current or previous employers and landlords.

PLEASE NOTE: THE COST OF EACH REFERENCE PER PERSON REFERENCED IS £66.00 INCLUDING VAT. (£55.00 + VAT)

- Managing and preparing documents and addendums to the tenancy agreement in respect of any guarantor or Permitted Occupier(s) at the start of the tenancy. This includes advising any of these parties, of their rights and responsibilities toward the named tenant(s) and the provision of documentary guidance.
- Preparation of an Inventory & Schedule of Condition of the property along with a comprehensive bank of photographs displaying the condition of the property.
- Checking your tenant(s) into the property with an explanation of how property appliances work. Meter readings will be taken for utility companies and other services. Utility companies & other services will be advised of your new tenant(s).
- Lodging of tenant deposit with The Deposit Protection Service and arranging future rent payment method.

Our Fully Managed Service Also Includes:

PER TENANCY:
One off Set Up Fee
£564.00 inc VAT
plus 12% (inc VAT) of
£monthly rent per
calendar month.*

- Collection & remittance of the monthly rent received and monthly property statement of account.
- Pursue of any non payment of rent and provide advice on rent arrears action.
- Payment to contractors & other works alongside deduction of monthly property management charge.
- Dealing with utility companies and local council – advising of any changes and ensuring any bills are correct and paid.
- Undertaking of regular property inspection visits, notifying landlord of the outcome and liaising with tenant over any issues.
- Arranging routine repairs and instructing approved contractors after obtaining two quotations.
- Holding keys throughout the tenancy term.
- Ensuring the property remains legally compliant throughout the duration of the tenancy. For example, an up to date Gas Safety Certificate, Electrical Report Installation Certificate Report & Energy Performance Certificate.

- **Monthly Fee illustration:** If the monthly rent was £895.00 per calendar month, the Fully Managed fee per month would be £107.40 (inc VAT) which equates to £89.50 per month excluding VAT.

Remember to add on the one off Set Up Fee to this figure for the first month.

Our Let Only Service Includes:

- Everything listed within 'All Our Services Include'.
- Collection & remittance of the first month's rent received and invoice for payment.
- A reminder for tenancy renewal, service.
- Phone lines open for advice. If you require assistance in managing your property or have any tenant issues our team can advise you on the best course of action.

If you decide to use our Let Only Service, you will be responsible for maintaining your property, ensuring it is legally compliant and keeping up to date with the industry's ever changing rules & regulations.

If your circumstances change and you later prefer to upgrade to our Fully Managed Service for any reason, please call us on 01622 858241 and we can make the necessary arrangements, deal with any outstanding issues and ensure you and your tenants are well cared for.

We also offer a complimentary onboarding service for any landlords wishing to transfer their property or properties to our care.

- **Fee illustration:** If the monthly rent was £895.00 per calendar month, the Let Only fee would be £1074.00 (inc VAT).

Remember to add on the one off Set Up Fee to this figure.

PER TENANCY:
One off Set Up Fee
£444.00 inc VAT
Plus
One month's rent exc
VAT*

Other Fees & Charges:

Apply to all
Services

- Amendment to tenancy fee. £60.00 inc VAT
- Contract negotiation, amending terms and updating your tenancy agreement during your tenancy. £60.00 inc VAT
- Renewal Fee. £60.00 inc VAT
- Checking out at end of Tenancy. Includes Pre-Marketing visit, check out of tenant, dealing with the deposit and utilities & reporting to the landlord. £90.00 inc VAT
- Dealing with insurance claims on behalf of the landlord. 12% inc VAT of total claim
- Liaising with Inland Revenue if landlord becomes an Non-UK Resident. £60.00 inc VAT
- Sale of property 1.5% inc VAT of sale price
- Early termination of the tenancy agreement/Terms of Business £150.00 inc VAT