

## LANDLORDS FEES

### Our Fee Service Breakdown

#### 1) The Main Charges

Depending on your circumstances, we can offer two options. If you are looking for a trusted partner to fully manage your investment property, then our 'Full Management Service' is for you. Alternatively, if you just need help finding a new tenant while your property is empty then our 'Let Only Service' is for you. Please keep reading this document to help understand the costs and items of work that are provided within each service...

#### Option 1 – Full Management Service

Our fee here is 12% (including VAT) of the monthly rent collected.

#### Option 2 – Let Only Service

Our fee for this is the equivalent of the first month's rent (including VAT).

#### 2) Items of work that will be undertaken within each service

We will perform the following Services with reasonable skill and care in accordance with the principles of good estate management. Please review both tables if you have chosen our Fully Managed Service. Please review the second table only if you have chosen our Let Only service...

Full Management Service	Full Management Service (FMS)
Handling receipt of rents	✓
Payment of invoices	✓
Submitting a statement of account to the landlord	✓
Chasing tenant rent arrears*	✓
Attending to day-to-day maintenance (including minor repairs)	✓
CO2 and Smoke Detector checks and arrangement of installation (required by law. Contractor's costs will be additional)	✓
Handling day-to-day tenant questions and queries	✓
Managing the process of preparing and serving notices*	✓
Negotiating and arranging the deposit return*	✓
Access to our online based Landlord's data portal	✓
24 Hour Emergency maintenance helpline (for tenants)	✓
HMRC Overseas accounts submission	
Providing advice on your statutory duties	✓
One mid-term inspection every 6 months	✓

Let Only Service / New Letting Fee	Let Only Service	New Letting Fee (for FMS Landlords)
Advice on pre-letting prospects and market rent	✓	✓
Arranging an EPC	✓	✓
Producing property details, marketing and advertising via Rightmove, Zoopla, Gumtree and our own website.	✓	✓
Conducting viewings	✓	✓
Negotiating offers and terms	✓	✓
Applying for references	✓	✓
Preparation and distribution of tenancy documentation	✓	✓
Preparation and distribution of all relevant prescribed information (required by law)	✓	✓
Distribution of Gas Safety Certificate, EPC, Government Checklist (required by law)	✓	✓
Oversee the completion of statutory 'Right to Rent' regulation checks on new tenants	✓	✓
Arranging the inventory and check in*	✓	✓
Managing utilities correspondence changes	✓	✓
<b>Cost:</b>	Equivalent of 1 months rent	£250

\* (this relates to the points identified on the previous page) Depending on your specific requirements, other fees may apply. Please review our list of special fees below...

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Please see page 3 below for our additional charges that may be applied throughout the tenancy ...

### 3) Special Fee Conditions

The following provides guidance to the fee charges that will be applied if we undertake additional items of work not identified in the table above.

All fees identified below include VAT unless stated otherwise...

Tenancy Renewal	£97
Creation of Periodic Tenancy	£47
New Letting Fee (breakdown of detail provided in the previous page)	£250
Project Management of works (overseeing any refurbishment or major works of projects where contractors bills total over £1,000 (ex. The contractor's VAT)	10% of the total contractor's invoice
Gas Safety Certificate arrangement fee (in addition to the contractor's fee invoice. The contractors fee typically ranges between an additional £85 to £115)	£10
Electrical Certificate (5 yearly) arrangement fee	£15

Severing a section 21 notice (this includes specialist legal fees for serving the notice)	£175
Handling deposit negotiations (should a dispute be sent to the Tenancy Deposit Scheme)	£150
Arranged removal of old or acquisition of new fixtures/fittings/furniture in your property	Small items: £15 Large items: £40
Additional inspections (undertaken at your request - as many as you wish for us to undertake)	£50 per inspection
Management of Vacant Property	£150
Visits to property while property is vacant (excluding viewings)	£25 each
Arrange cutting of additional keys	£25
Distribution of Statements via post (email distribution is free of charge)	£3 per month

Appearance in Court	£250 per day
Liaising with the Local Authority in relation to potential Environment Health situations	£47 per hour

Inventory and Check In charges These vary depending on the size and furnishing's of the property. Prices will likely range between £110 and £195 (properties pf 5 beds+ are subject to initial review)
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Check Out charges These vary depending on the size and furnishing's of the property. Prices will likely range between £90 and £165 (properties pf 5 beds+ are subject to initial review)
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Insurance. We can introduce you to an independent broker, should you require property and/or landlord insurance. Chaney's will not apply a charge to you, should you wish to apply this service. We will, however, obtain commission from the broker. We will inform you of this figure at the time.
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#### Client Money Protection

Chaney's regulated by Royal Institution of Chartered Surveyors (RICS)

Firms regulated by RICS hold your money in a designated client account and accounts are subject to independent inspection. RICS use a Client Money Protection Scheme, meaning your money held by Chaney's will be protected by RICS. For further information please visit: <http://www.rics.org/RICSClientMoneyProtectionScheme.pdf>