

# FEES TO: Landlords

[www.village-estates.com](http://www.village-estates.com)

## LEVELS OF SERVICE OFFERED:

### Tenant Find:

**TENANT FIND: Equivalent to 5 weeks rent (plus VAT)**

FEES are individually negotiated and are based upon services required; the property and rental. They are confirmed in writing at the time of our instruction to act as your chosen letting agent

#### Includes:

- Negotiating the tenancy agreement
- Obtaining references
- Preparation and signing of all documentation of new tenancy
- Collecting Security Deposit
- Collect and remit initial month's rent received
- Agree collection of any shortfall and payment method
- Organise Inventory and schedule of condition (to support registration of deposit)
- Provide tenant with method of payment
- Deduct any pre-tenancy Invoices

### Rent Collection:

**RENT COLLECTION: Equivalent to 3 weeks rent then 7.5% monthly (plus VAT)**

FEES are individually negotiated and are based upon services required; the property and rental. They are confirmed in writing at the time of our instruction to act as your chosen letting agent

#### Includes:

- **Services included in the tenant find section**

#### Plus:

- Collect and remit the monthly rent received
- Deduct Commission and other works
- Raise monthly statements
- Negotiate renewals and extensions
- Pursue non-payment of rent and provide advice on rent arrears actions

### Fully Managed:

**FULLY MANAGED: Equivalent to 3 weeks rent, then 12.5% monthly (plus VAT)**

FEES are individually negotiated and are based upon services required; the property and rental. They are confirmed in writing at the time of our instruction to act as your chosen letting agent

#### Includes:

- **Services included in the tenant find and rent collection section**

#### Plus:

- Taking of all phone traffic with regard to any maintenance issues
- Arranging payments of authorised bills
- Undertaking property visits and notifying the landlord of the outcome
- Arranging routine repairs and instructing approved contractors
- Holding keys throughout the tenancy term
- Dealing with changeover of utilities & changeover of Council tax

### Additional optional services offered (inclusive of VAT)

- \*Energy Performance Certificate - £108
- \*Inventory £165 for a two bedroom property (plus an additional £20 per room)
- \*Registration of deposit - £42
- \*Gas safety - £108
- \*Periodical Inspections £42
- \*Tenancy Agreement - £90
- \*Court Attendance £120
- \*Deposit Status Update - £42
- \*Visual Electrical Inspection - £90
- \*PAT Test - £60
- \*Inventory £165 for a two bedroom property (plus an additional £20 per room)

### ADDITIONAL SERVICES INCLUDED IN THE ABOVE

- SET UP OF TENANCY**
- \*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 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
  - \* Advice on non-resident tax status and HMRC (if relevant)

**FOR FULL DETAILS OF SERVICES AVAILABLE AND RELEVANT CHARGES PLEASE ASK A MEMBER OF THE VILLAGE TEAM**



**VILLAGE  
ESTATES**

**CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: NALS**



**INDEPENDENT REDRESS  
PROVIDED BY : TPOs**

