

FEES TO : LANDLORDS

www.boxallbrownandjones.co.uk

(All Fees quoted inclusive of VAT)

LEVEL OF SERVICE OFFERED:

LET ONLY:	FULLY MANAGED: APPROX 10% OF RENT MONTHLY FEE
<p>INCLUDES:</p> <ul style="list-style-type: none">• Set up fee as below;• Inventory and check out (quoted separately);• Collect and remit initial months' rent received;• Provide Tenant with method of payment	<p>INCLUDES:</p> <ul style="list-style-type: none">• Collect and remit the monthly rent received;• Pursue non-payment of rent and provide advice on rent arrears and actions;• Deduct commission and other works;• Advise all relevant day-to-day issues;• Undertake two / three house visits per annum and notify the landlord of the outcome;• Arrange routine repairs and instruct approved contractors;• Hold keys throughout the tenancy term

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Set up (Landlords Share):	£330.00 Fully Managed £354.00 Let Only
<ul style="list-style-type: none">• Market the property and advertise on Rightmove, Zoopla, On The Market and Boxall Brown & Jones' Website;• Carry out accompanied viewings;• Erect To Let Board in accordance with Town & Country Planning;• Agree the market rent and find a tenant in accordance with the landlord guide;• Advise on refurbishment;• Provide guidance on compliance with statutory provisions and letting consents;• Advise on non-residential tax status and HMRC (if relevant)• Premium Listing on BBJ Website and Rightmove Website (if requested)	£60.00
Inventory Fee:	
<ul style="list-style-type: none">• One or two bedroomed apartment or house:	£50.00
<ul style="list-style-type: none">• Three bedroomed apartment or house:	£78.00
<ul style="list-style-type: none">• Four bedroomed apartment or house (extra for furnished although negotiable):	£100.00
TDS (Tenancy Deposit Scheme) Registration:	£42.00
<ul style="list-style-type: none">• Register landlord and tenant details and protect the deposit through the dispute service;• Provide tenant(s) with the Deposit Certificate and prescribed information within 30 days of the start of the tenancy	
Additional Property Visits:	£36.00 per visit
<ul style="list-style-type: none">• To attend for specific requests such as neighbour disputes, more visits to monitor tenancy or any maintenance linked visit	
Submission of Non-Resident landlord receipts to HMRC:	£36.00 Quarterly
<ul style="list-style-type: none">• To remit the balance and financial return to HMRC quarterly;• Respond to any specific query relating to the return from landlord or HMRC	
Rent Review Fee (included with Fully Managed Service):	£36.00
<ul style="list-style-type: none">• Review rent in accordance with current prevailing market conditions;• Negotiate with tenant;• Direct tenant to make payment change;	

<ul style="list-style-type: none"> Update the tenancy agreement or serve a Section 13 Notice 	£60.00
Renewal Fee:	
<ul style="list-style-type: none"> Contract re-negotiation for a further six or 12 month term; Arranging further tenancy agreement 	
Check Out Fee (Landlord Share, included with Fully Managed Service):	£120.00
<ul style="list-style-type: none"> Agree with tenant check out date and appointment; Negotiate with landlord and tenant any disbursement of the security deposit; Return deposit as agreed between parties; Remit any disputed amounts to Deposit Scheme for adjudication; Unprotect Deposit; Instruct contractors, obtain quotes, organise repair / replacements etc 	
Dispute Fee	£100.00
<ul style="list-style-type: none"> Submit evidence on behalf of landlord for TDS dispute adjudication 	
Annual Tax Returns:	£30.00
<ul style="list-style-type: none"> Providing a total record of income and revenue and capital expenditure for tax returns for the relevant tax period 	
Court Attendance:	£180.00 per day
Section 21 Notice Service or Section 13 Notice on a property (included with Fully Managed Service):	£48.00

Client Money Protection
Provided by:



Independent Redress
Provided by:

