

FEES TO : LANDLORDS

www.boxallbrownandjones.co.uk

(All Fees quoted inclusive of VAT)

LET ONLY:
£475 Let Only Fee
£100 Inventory Fee (If Requested)

FULLY MANAGED:
12% OF RENT MONTHLY INC VAT
&
£300 Setup Fee

INCLUDES:

- Marketing the property on Rightmove, On the Market and Boxall Brown & Jones' Website;
- Carry out / Arrange Viewings
- Carry out thorough checks on potential tenants upon application
- Provide Tenant with method of payment
- Collect and remit initial months' rent received;
- Move the tenant in.
- Ensure compliance and carry out Right to Rent check and serve other required legal paperwork.

INCLUDES:

- Marketing the property on Rightmove, On the Market and Boxall Brown & Jones' Website;
- Carry out / Arrange Viewings
- Full Credit & Reference Checks of applicants.
- Deal with all collection on monies and registration of deposit (Further charges listed below)
- Collect and remit the monthly rent received each month;
- Pursue non-payment of rent when occurring and provide advice on rent arrears and actions;
- Undertake all appropriate repairs on behalf but with permission of the landlord.
- Advise on all relevant day-to-day issues;
- Undertake two / three house visits per annum and notify the landlord of the outcome;
- Hold keys throughout the tenancy term
- Erect To Let Board in accordance with Town & Country Planning;
- Provide annual rent reviews on Landlords behalf
- Advise on Refurbishment when applicable
- Ensure property is compliant legally with items such as smoke alarms, EPC reports, gas certificates etc.
- Advise on non-residential tax status and HMRC (if relevant)

ADDITIONAL FEES AND CHARGES

- Premium Listing on BBJ Website and Rightmove Website (**If requested**) £60.00

Inventory (**Included with Fully Managed Service**): £99

- Inventory Fee for All Properties

TDS (Tenancy Deposit Scheme) Registration: £54.00

- 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

Rent Guarantee Insurance (**If requested**) £25 per month.

- We provide rent guarantee insurance through our credit & referencing company. This service guarantees rent upon non-payment and covers rent until the property is vacant. Although we very rarely have issues with this, we like to offer solutions and cover to our customers.
- Nil excess policy

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):	
<ul style="list-style-type: none"> Review rent in accordance with current prevailing market conditions; Negotiate with tenant; Direct tenant to make payment change; Update the tenancy agreement or serve a Section 13 Notice 	
Renewal Fee:	£60.00
<ul style="list-style-type: none"> Contract re-negotiation for a further six or 12 month term; Arranging further tenancy agreement 	
Check Out Fee (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
