

FEES TO : LANDLORDS



www.boxallbrownandjones.co.uk

(All Fees quoted inclusive of VAT)

LET ONLY:
£475.00 Let Only Fee
£100.00 Inventory Fee (If Requested)

FULLY MANAGED:
12% OF RENT MONTHLY INC VAT
&
£300.00 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 NON-OPTIONAL FEES AND CHARGES

- Premium Listing on BBJ Website and Rightmove Website (if requested) £60.00
- Inventory Fee For All Properties - £100.00

TDS (Tenancy Deposit Scheme) Registration: £42.00

- 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

Submission of Non-Resident landlord receipts to HMRC: £36.00

- To remit the balance and financial return to HMRC quarterly; Quarterly
- Respond to any specific query relating to the return from landlord or HMRC

Rent Review Fee (**Included with Fully Managed Service**):

- 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

- 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

- 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

- Submit evidence on behalf of landlord for TDS dispute adjudication

Annual Tax Returns:

£30.00

- 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

Contractor Commission:

We may take commission from contractors for works carried out. The commission varies between 8% and 10%