



Landlords Fees



The Standard Management Service includes:

1. Advising as to the likely rental income.
2. Advertising and generally marketing the Property.
3. Interviewing prospective tenants and taking up full references including bank reference, and employer or previous landlord character reference or obtaining reference checks through a third party referencing supplier. Where necessary, additional security would be requested by means of a guarantor. In cases where a company occupies as the tenant, a full bank reference or credit check would be taken.
4. Providing a suitable tenancy agreement for the Property.
5. Liaising with a Landlord's mortgagees where necessary with regard to references and tenancy agreement.
6. Carrying out the initial right to rent checks in accordance with the Immigration Act 2014.
7. Taking a deposit from the Tenant, dealing with this deposit under the requirements of the chosen deposit protection scheme until the end of the tenancy when the Property and contents have been checked for unfair wear and tear and handling any termination issues with the Tenant and the tenancy deposit scheme provider.
8. Collecting the Rent monthly and paying over to the Landlord monthly (normally sent within 15 days of collection) less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer and a detailed rent statement will be forwarded to the Landlord.
9. Where possible, we will ensure that utility meter readings are obtained at the commencement and end of each tenancy to support accurate billing. The Landlord may be responsible for utility charges during any void period between tenancies, and we will assist, where appropriate, in notifying the relevant utility providers of the change in occupancy with service companies (principally electricity gas & water) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each tenancy.
10. Regular inspections of the Property will be carried out, with the first inspection taking place within the first five weeks of the tenancy commencing. Thereafter, routine inspections will normally be conducted every six months, although additional inspections may be undertaken where considered necessary. Responsibility for and management of empty property is not normally included, and will only be carried out by special arrangement agreed in writing between the Landlord and the Agent.
11. Co-ordination of repair or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, supervising works and settling accounts from rents received.
12. Making payments on behalf of the Landlord from rents received for costs in managing the Property.
13. Arranging for a comprehensive end-of-tenancy property inspection and inventory assessment to be undertaken and, where appropriate, preparing and agreeing a schedule of costs relating to any damage or unreasonable wear and tear before the Deposit is released.

01462 685808

charterwhyman.co.uk

lettings@charterwhyman.co.uk



Charter Whyman

LETTINGS & MANAGEMENT

Scale of Fees

(All fees are inclusive of VAT)

Standard Management Fee (Items 1 to 13 above): 15.00% of rent due.

Letting Only Plus Deposit Protection (Items 1 to 7 above): 80.00% of the first months rent.

Additional Charges:	
Tenancy Set-Up Fee: £210.00	Tenancy Deposit Service Fee £60.00
Rent Increase Notices: £210.00	Issue Notice Seeking Possession: £210.00
Preparation Inventory/Schedule of Condition: 1 Bedroom £210.00, 2 Bedroom £240.00, 3 Bedroom £270.00, 4 Bedroom £312.00, 5+ Bedroom £360.00	Arranging Gas Safety check: £84.00
	Arranging electrical safety check: £240.00
	Energy Performance Certificate: £144.00
Checkout/Schedule of condition: 1 Bedroom £110.00, 2 Bedroom £120.00, 3 Bedroom £120.00, 4 Bedroom £140.00, 5+ Bedroom £160.00	Duplication and testing of keys: £36.00 + costs
	Hourly rate for other work: £90.00