Concentric®
SALES & LETTINGS
The Property Experts

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

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

INDEPENDENT REDRESS PROVIDED BY: **TPOs**



FEES TO: LANDLORDS

www.concentriclettings.co.uk/liverpool

LEVEL OF SERVICE OFFERED:

Tenant find: 0% of rent (Inc VAT)	Rent collection: 8.4% of rent (Inc VAT)	Fully managed: 12% of rent (Inc VAT)
INCLUDES: • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Advise all relevant utility providers of changes	INCLUDES: • Collect and remit the monthly rent received • Deduct commission and other works • Pursue non-payment of rent and provide advice on rent arrears actions • Advise all relevant utility providers of changes	INCLUDES: • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term • Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

ADDITIONAL NON-OPTIONAL FEES AND CHARGES FOR FULLY MANAGED AND RENT COLLECTION

Setup Fee (Landlords Share): Setup Fee (Landlords Share): 90% INC VAT of the first months rent subject to a minimum of £450 INC VAT

- Agree the market rent and find a tenant in accordance with the landlord 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
- Advise on non-resident tax status and HMRC (if relevant)

Inventory Fee (landlords share) £135 INC VAT

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ADDITIONAL NON-OPTIONAL FEES FOR FULLY MANAGED AND RENT COLLECTION

Deposit Registration Fee: £18 (inc VAT)
- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Interim property visits: £72 (inc VAT)
- Undertake two inspection visits per annum and notify landlord of the outcome

Arrangement fee for refurbishments 12% inc VAT (10% + VAT) of works costs
- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Renewal Fee (landlords share) £99 (inc VAT)
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Statutory Periodic Administration Fee £25 (Inc Vat)

Checkout Fee (landlords share) £99 (inc VAT)
- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF