

Landlord Fees



Tenant Find Service

Tenant Find Fee for Managed Properties, **including** Photographic Inventory
£720 inc VAT (£600 + VAT) up to £800pcm
£780 inc VAT (£650 + VAT) £801 - £1000pcm
£840 inc VAT (£700 + VAT) over £1000pcm

Tenant Find Fee for Non-Managed Properties as above **excluding** Photographic Inventory

Includes:

- Full expert appraisal plus guidance on compliance with statutory provisions & refurbishment
- Accompanied viewings with regular feedback and marketing reports until let agreed
- Extensive marketing to include Rightmove, Zoopla, OnTheMarket & To Let board
- Online pre-tenancy portal for e-signing of offer letters and Tenancy Agreements
- Thorough credit and referencing checks for tenants & guarantors with regular updates
- Collect and remit initial month's rent (and deposit where required) with corresponding Tax Statement showing deduction of upfront letting fees and other associated costs
- Arrange future rent payments via monthly standing order
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Rent Collection Service

Monthly Rent Collection Fee: 12% of rent inc VAT (10% + VAT)

Includes:

- Collect and remit the monthly rent received with corresponding Tax Statement
- Deduct commission and other invoices
- Pursue non-payment of rent and arrears
- Arrears and repossession procedures including service of S8 notices
- Assistance with Accelerated Possession and other Court applications
- Rent reviews and service of S13 notice for increased rent once per annum
- Annual Tax Statements for your self-assessment accounts
- Applications to safeguard or obtain direct housing benefit or Universal Credit payments
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Fully Managed Service

Monthly Management Fee: 14.4% of rent inc VAT (12% + VAT)*

**Introductory Offer of 10.8% of the rent inc VAT for the first 6 months (9% + VAT)*

Includes all the above Rent Collection Service and:

- Undertake periodic inspection visits (minimum 2 per annum) and provide landlord with photographic report completed on specialist inventory software
- Repairs reporting & emergency response to include provision of a dedicated point of contact and 24/7 emergency repair line for reporting and triage of repair issues. (Call-out charges and repair costs are not included and will be invoiced separately).
- Maintain diary records of legal responsibilities (Gas Safety Certificates, EICRs, EPCs) and action in accordance with specific landlord instructions
- Check-out report completed on specialist software with Check-In comparison for dilapidations
- Deposit negotiation and dispute scheme arbitration responses
- Hold keys throughout tenancy term



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Additional Optional Services and Charges

Rent Protection Fee: £30 inc VAT per month (£25 + VAT per month)

- Provision of rent arrears protection and legal cover supplied by Coleman Estates to include all associated administration and arrangement. For managed properties, this fee is £30 per month including VAT. For unmanaged properties, this fee must be paid upfront totaling £360 including VAT.

Deposit Registration Fee: £96 inc VAT (£80 + VAT)

- Protect the security deposit with TDS Insured Scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of tenancy start.

Tenancy Agreement Renewal Fee: £240 inc VAT (£200 + VAT)

- Protect the security deposit with TDS Insured Scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of tenancy start.

Energy Performance Certificate: £144 inc VAT (£120 + VAT)

- Arrange and provide EPC to include cost of certificate and all associated arrangement and administration.

Gas Safety Certificate: £144 inc VAT (£120 + VAT)

- Arrange and provide Landlord's Gas Safety Certificate to include the cost of the certificate and all associated arrangement and administration.

Electrical Installation Condition Report: POA

- Arrange and provide EICR to include cost of report and all associated arrangement and administration. Cost dependent on size of property, please request a specific quotation.

Legionnaire's Risk Assessment: £96 inc VAT (£80 + VAT)

- Arrange and provide LRA to include cost of assessment and all associated arrangement and administration.

Smoke Alarms & Co Detectors: £54 inc VAT each (£45 + VAT)

- Supply of battery powered Smoke & CO alarms where legislation allows; please note that newer builds will require replacement hard-wired alarms to comply with building regulations. These are quoted separately.

Contractor Liaison & Maintenance Administrative Fee: 12% inc VAT (10% + VAT)

- An administrative fee of 10% of the net cost plus VAT applies for the arrangement, coordination, oversight and invoice processing for all repairs, maintenance and refurbishment provided and managed by Coleman Estates as principal.

Additional Property Visits : £96 inc VAT (£80 + VAT)

- For an agent to attend for specific requests such as neighbour disputes, additional inspections, vacant properties or any maintenance-linked visit.

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Applicable to **non-managed landlords** only:

Photographic Inspection Report: £120 inc VAT (£100 + VAT)

- Complete and send photographic mid-term report

Photographic Check-Out Report:

£180 inc VAT (£150 + VAT) up to £800pcm

£240 inc VAT (£200 + VAT) £800 - £1000pcm

£300 inc VAT (£250 + VAT) over £1000pcm

- Comprehensive comparable photographic report of schedule of condition on specialist software

Section 8/Section 21/Section 13 Notices: £120 inc VAT each (£100 + VAT)

- Preparation and service of relevant Notice requiring Possession or legal service of rent increase notice

Other Tenant Letters: £72 inc VAT per letter (£60 + VAT)

- E.g. rent demands, breach of tenancy, 24 hours' notice to access property etc.