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



**INDEPENDENT REDRESS**  
**PROVIDED BY: TPOs**



# FEES TO: LANDLORDS

[www.frendcastle.co.uk](http://www.frendcastle.co.uk)

## LEVEL OF SERVICE OFFERED:

### Tenant find: 10% 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
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### Rent collection: Inc in management fee

#### 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
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### Fully managed: 4% of rent (Inc VAT)

#### 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
- Undertake two inspection visits per annum and notify landlord of the outcome
- 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 (IRRESPECTIVE OF LEVEL OF SERVICE):

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Deposit Registration Fee:	£0 (inc VAT)
<ul style="list-style-type: none"><li>Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme</li><li>Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li></ul>	
Additional property visits:	£0 (inc VAT)
<ul style="list-style-type: none"><li>To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li></ul>	
Submission of non-resident landlords receipts to HMRC	£0 (inc VAT) quarterly
<ul style="list-style-type: none"><li>To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC</li></ul>	
Preparation and issuing statutory Notices, preparation of specifications, obtaining competitive tenders and on site supervision of works of a substantial nature during the contract period, including a snagging inspection prior to settlement of the account and a final inspection before the end of the contractor's liability period.	
Contract price (not including VAT) between £0.00 and £10,000.00 = 15% plus VAT (minimum fee £850.00 plus VAT)	
Contract price between £10,001 and £20,000 = 12.5% plus VAT	
Contract price over £20,000 = 10% plus VAT	
Obtaining more than two contractors quotes	£0 (inc VAT) per quote
Rent Review Fee	£0 (inc VAT)
<ul style="list-style-type: none"><li>Review rent in accordance with current prevailing market condition and advise the landlord</li><li>Negotiate with tenant</li><li>Direct tenant to make payment change as appropriate</li><li>Update the tenancy agreement</li><li>Serve Section 13 Notice if tenancy is on a rolling monthly basis</li></ul>	
Renewal Fee (landlords share)	£0 (inc VAT)
<ul style="list-style-type: none"><li>Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li></ul>	
Checkout Fee (landlords share)	£0 (inc VAT)
<ul style="list-style-type: none"><li>Agree with tenant check out date and time appointment</li><li>Instruct inventory provider to attend</li><li>Negotiate with landlord and tenant any disbursement of the security deposit</li><li>Return deposit as agreed with landlord and tenant to relevant parties</li><li>Remit any disputed amount to Scheme for final adjudication</li><li>Unprotect security deposit</li><li>Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li></ul>	
Court Attendance	£100 (inc VAT) per hour

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

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