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



INDEPENDENT REDRESS
 PROVIDED BY: **TPOs**



FEES TO: LANDLORDS

WWW.JWHOMES.CO.UK

LEVEL OF SERVICE OFFERED:

Tenant Find: 100% of rent (inc VAT)

INCLUDES:

- Advise on refurbishment & legal requirements.
- Market the property and advertise
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Carry out accompanied viewings
- Referencing up to two all tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords.
- Provide tenant with method of payment & landlord details.
- Preparation of Legal Documents
- Advise & Organise Inventory (schedule of condition) & obtain Meter Readings.
- Collect first months Rent & Deposit received.
- Deduct commission and other works
- Advise Welsh Water & Local Authority of changes.

Rent collection: X% of rent (inc VAT)

Fully Managed: 12% of rent (inc VAT)

ALSO INCLUDES:

- Registration of the bond with TDS
- 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 at the Start & End
- Undertake Quarterly 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
- Prepare & Serve Legal Notice.
- Emergency / Out of hours call outs.
- Carry out Final inspection & Check tenants out of property

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

Setup Fee (Landlords Share): 80% (inc VAT) of the first months rent.
 12% (inc VAT) of the rent for each month thereafter.

- 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)

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES :

Additional Application fee	£100.00 (inc VAT) (per applicant)
if more than two applicants require referencing	
Energy Performance Certificate ("EPC")	£90.00 - £120.00 (inc VAT)
An EPC is required on the property and J.W. Homes will be unable to market the Property until we are in receipt of the EPC.	
Inventory Check In & Check out Report Fee	£80.00 (inc VAT) (Per Report)
A Independent Inventory Clerk will be instructed to conduct and carry out an Inventory and Schedule of Condition on the property. An Independent Inventory Clerk will be instructed to carry out a Final Inspection/check out report to compare check in and check out report.	
Legionella Assessment	£50.00 (inc VAT)
A Independent Legionella Assessor will be instructed to conduct and carry out a risk assessment of Legionella on the property.	
Deposit Registration Fee: Managed Landlords: Within the 80% (Please note we do not offer this service for Tenant Find)	
- 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	
Additional property visits:	£50.00 (inc VAT)
To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords & Annual Tax receipts to HMRC	£50.00 (inc VAT) quarterly
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	
Serve Legal Notice	£200.00 (inc VAT) (No charge for Full Managed Landlords)
- Preparation of Legal Documents (Sec 8, Sec 13, Sec21 etc) - Advise the landlord and negotiate with tenant - Serve Section Notice with Photographic evidence	
Renewal Fee	Tenant find £120.00 (inc VAT) Managed £60.00 (inc VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (Tenant find Landlords only)	£250.00 (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	

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Written Valuation: • Required for Mortgage or Matrimonial purposes	£90.00 (inc VAT)
Court Attendance	£200.00 (inc VAT) per day
Paper Invoices & Postage (emailed invoices are free of charge)	£5.00 (inc VAT) per copy
Extra copies of invoices once provided (time and administration):	£10.00 (inc VAT) per copy
Rent Paid by Cheque & Postage	£10.00 (inc VAT)
Returned Cheque Fee	£12.00 (inc VAT)
Cancellation & Re-payment of Rent • If the wrong Account details were provided • If rent is required into a different Account	£25.00 (inc VAT)
Re-print of Documents once provided • Tenancy Agreement • Inventory • Landlord Contract etc	£50.00 (inc VAT) per copy
Key(s) Cut • Obtaining necessary permissions, sourcing providers and travel costs	£25.00 (inc VAT) per key
Property Withdrawal from agreed Contract:	£250.00 (inc VAT)
Ending a Full Managed Agreement • Where a Landlord wishes to end / transfer Management	3 Months Management Fees
Landlord Reference for a Tenant	£25.00 (inc VAT)

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

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