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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



FEES TO: LANDLORDS

www.concentricproperty.co.uk/liverpool

LEVEL OF SERVICE OFFERED:

Tenant find: 0% of rent (Inc VAT)	Rent collection: 9.6% of rent (Inc VAT)	Fully managed: 14.4% of rent (Inc VAT)
<p>INCLUDES:</p> <ul style="list-style-type: none"> 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 	<p>INCLUDES:</p> <ul style="list-style-type: none"> 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 	<p>INCLUDES:</p> <ul style="list-style-type: none"> 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)

SET UP FEES AND INVENTORY CHARGES

Setup Fee - 90% INC VAT of the first months rent subject to a minimum of £594 INC VAT (this is based on the let only service and is the maximum that we charge. The rent collection and fully managed option has lower set up costs)

- 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) £174 INC VAT

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ADDITIONAL NON-OPTIONAL FEES FOR FULLY MANAGED AND RENT COLLECTION

Deposit Registration Fee:	£48 (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:	£126 (inc VAT)
• Undertake inspection visit and notify landlord of the outcome	
Arrangement fee for refurbishments	12% of net cost
• 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	£126 (inc VAT)
• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Statutory Periodic Administration Fee	£25 (Inc Vat)
Checkout Fee	£126 (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



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