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



**INDEPENDENT REDRESS**  
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# FEES TO: LANDLORDS

[www.concentricproperty.co.uk/wolverhampton](http://www.concentricproperty.co.uk/wolverhampton)

## 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><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Advise all relevant utility providers of changes</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Advise all relevant utility providers of changes</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>

## 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:	£99 (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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