

FEES to: LANDLORDS

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LEVEL OF SERVICE OFFERED		
Introduction only (Let Only): 10% + VAT of rent for the term agreed including any renewal	Rent Collection: 12% + VAT of rent for the term agreed including any renewal	Full Management: 15% + VAT of rent for the term agreed including any renewal
<ul style="list-style-type: none"> ✓ Proactively Market and advertise the property on our website and others which we are members of ✓ Source perspective tenants(s) ✓ Accompany prospective tenants to view the property and highlight the advantages of your property ✓ Negotiate offers received for the property and submit any offers received to you and then conclude the terms to be granted in the Tenancy Agreement ✓ Arrange references and credit checks through a 3rd party referencing agency, this does not apply if otherwise agreed by you. ✓ Draft Tenancy Agreement for you and the prospective Tenant ✓ Ensure that an appropriate Tenancy Agreement is signed by you/us and the Tenant(s) in order to complete the letting. Savoy Realty Ltd will sign on behalf of the landlord ✓ Collect and remit initial payment of rent and deposit ✓ We cannot be held responsible if the tenant fails to pay his/her contractual rent ✓ Send statement to you as appropriate after completion of the letting ✓ Send our standard "welcome" letter to the tenant after the letting is concluded, advising the Tenant of contact details and method of payment ✓ Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination ✓ Negotiate renewal, prepare and submit documentation ✓ Landlord to pay for inventory check-in and check-out if arranged by us, unless agreed otherwise. ✓ Make sure tenants are provided with Council Tax & utility providers' contact details and the process on how to register their names and clear the bills. <p>*Minimum Commission charge is £600 (+ VAT). This commission will also be due on every tenancy renewal</p>	<p>In addition to our Let Only Services we will:</p> <ul style="list-style-type: none"> ✓ Provide tenant with method of payment ✓ Collect rent for the duration of the tenancy ✓ Hold keys throughout the tenancy term ✓ When you are using our rent collection or management service, we will use our best endeavors to avoid unpaid rent by arranging a standing order to be set up so that the tenant can send future payment direct to us. ✓ Collect & register the Tenancy Deposit in accordance with the Housing Act 2007 ✓ Prepare regular statements which will be sent to you after receipt of cleared funds, less our agreed fees and expenses into your nominated bank/building society account ✓ Our turn around for transferring rentals to the landlord is up to 7 working days from the day we received the rent in cleared funds and/or earlier ✓ Pursue non-payment of rent ✓ Send out standard reminder letters if rents are not received on time. ✓ We cannot be held responsible if the tenant fails to pay his/her contractual rent. We will however take such action in your name as appropriate in the circumstances to recover rent arrears by serving the appropriate letter to their home address. If this does not have the desired effect, we will advise you to instruct specialist solicitors to take further action. You will be responsible for their legal charges and expenses. <ul style="list-style-type: none"> • We will also advise you on the insurance products in market to avoid such situations ✓ Optional property inspection and report, at £120 per inspection, advised every 6months, so you know the condition of your property <p>*Minimum Commission charge is £800 (+ VAT). This commission will also be due on every tenancy renewal</p>	<p>In addition to Let Only & Rent Collection Services we will:</p> <ul style="list-style-type: none"> ✓ Full management of all utilities – transferring accounts to the tenants' names and accounting for any interim bills on your behalf ✓ Retain a working fund and deal with day to day management ✓ Ensure compliance with Houses in Multiple Occupation legislation (where applicable) ✓ Provide a Property Management emergency out of hours service ✓ Administrate Ground Rent and Service Charges. It is imperative that you expressly instruct your insurer, managing agent and head leaser to forward any demands for payment directly to us at the commencement of each new tenancy ✓ Instruct, at your expense, an independent inventory clerk to prepare and check in & out inventory and schedule of condition prior & after the tenancy ✓ Arranging Gas Safety Certificates as and when they are due ✓ Optional property inspection and report, at £80 per inspection ✓ Under our Terms of Business you authorize us as agents to carry out routine & minor repairs up to £250.00, however should you wish to increase this repair authority please advise £ ✓ Negotiate on compensation and damages which may be due at the end of the tenancy according to the inventory check out report with landlord and tenant of the security deposit ✓ Return deposit as agreed with landlord and tenant to relevant parties <p>*Minimum Commission charge is £1200 (+ VAT). This commission will also be due on every tenancy renewal</p>

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)					
SERVICE	DETAILS	Fee excl. VAT			
Tenancy Agreement Fee (Landlord's Share)	Draw up the Tenancy Agreement and issue the relevant paperwork.	£150			
Deposit Registration Fee (Landlord's Share per Annum)	Register landlord and tenant details and protect the security deposit with the Tenancy Deposit Scheme.	£50			
Inventory Check In and Check Out Fee	An independent Inventory Clerk will attend the property to undertake an updated Schedule of Condition based on the original inventory report made prior the start of the tenancy.	Inventory & Check in or Check out			
		Unfurnished apartment		Furnished apartment	
		Studio	£110	Studio	£128
		1bed	£128	1bed	£146
		2 bed	£146	2 bed	£164
		3 bed	£164	3 bed	£194
		4bed	£194	4bed	£212
		5bed	£212	5bed	£230
Tenancy Agreement Extension & Renewal Fee (Landlord's Share)	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.	£125			
Sale of the Property to the Tenant		1.5% of the agreed sale price			
Referencing		£50 per tenant/ guarantor	Company tenants will pay £145 Per company reference themselves		
Interest on Unpaid Commission or Other Monies		Interest at 4% above Bank of England Base Rate from date due			

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ADDITIONAL OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)			
Management Only	Fees for the term agreed including any renewal, when tenant was found not by Savoy Realty Ltd	6%	
Abortive tenancy / Withdrawn		Savoy Realty' costs to a minimum of £600 and maximum of £1600	
Vacant Management	Visit the property once a fortnight and maintain utility bill accounts as instructed	£150 per month; £120 per Property visit	
Post Purchase Pre-Let	Visual check and if new build; liaise with surveyor re snagging	£200	
Property Visits	Optional property inspection and report, advised every 6months, so you know the condition of your property	£120 per inspection under Let Only or Rent Collection Services	£80 per inspection under Full Management Services
Submission of Non-Resident Landlords Receipts to HMRC	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	£120 quarterly	
Insurance Claims		15% of net cost	
Serve Section 13 Notice (included with management service)		£50	
Serve Section 21 Notice (included with management service)		£50	
Obtaining Consents		£84 per document	
Court Attendance		£240 per day / part of the day	

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Obtaining more than two contractors' quotes (if managed)		£150 per quote
Arrangement Fee for Works and Refurbishments over and above day to day management (if managed)		15% of net cost
Purchasing Items on Behalf of the Landlord		Fee of £60
IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF OUR LETTINGS TEAM		