

# FEES to: LANDLORDS

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<b>LEVEL OF SERVICE OFFERED</b>		
<p><b>Letting, Renewal &amp; Rent Receipt:</b> 12.5% + VAT (15% inc VAT)* of rent for the term including any renewal</p>	<p><b>Letting, Renewal, Rent Receipt &amp; Management:</b> 17% + VAT (20.4% inc VAT)* of rent for the term including any renewal</p>	<p><b>Short Lets (three months or less):</b> Letting, Renewal, Rent Receipt &amp; Management: 25% + VAT (30% inc VAT) of rent for the term including any renewal</p>
<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Find a tenant</li> <li>• Carry out accompanied viewings</li> <li>• Market the property and advertise on relevant portals</li> <li>• Collect and remit initial months' rent received</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> <li>• Pursue non-payment of rent</li> </ul> <p>Minimum Commission charge is £1800 (inc VAT). This commission will also be due on every tenancy renewal.</p>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Find a tenant</li> <li>• Carry out accompanied viewings</li> <li>• Market the property and advertise on relevant portals</li> <li>• Ensure the landlord complies with their statutory obligations</li> <li>• Collect and remit initial months' 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>• Undertake two property visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors</li> <li>• Hold keys throughout the tenancy term</li> <li>• Deposit dilapidation negotiations</li> </ul> <p>Minimum Commission charge is £3000 (inc VAT). This commission will also be due on every tenancy renewal.</p>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Find a tenant</li> <li>• Carry out accompanied viewings</li> <li>• Market the property and advertise on relevant portals</li> <li>• Ensure the landlord complies with their statutory obligations</li> <li>• Collect and remit initial months' 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</li> <li>• Hold keys throughout the tenancy term</li> <li>• Deposit dilapidation negotiations</li> </ul> <p>Minimum Commission charge is £3000 (inc VAT). This commission will also be due on every tenancy renewal.</p>

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<b>ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)</b>			
<b>SERVICE</b>	<b>DETAILS</b>	<b>Fee excl. VAT</b>	<b>Fee inc. VAT</b>
Tenancy Agreement Fee (Landlord's Share)	Draw up the Tenancy Agreement and issue the relevant paperwork.	£200	£240
Deposit Registration Fee (Landlord's Share per Annum)	Register landlord and tenant details and protect the security deposit with the Tenancy Deposit Scheme.	£40	£48
Inventory and Check Out Fee (Landlord's Share)	An independent Inventory Clerk will attend the property to undertake an updated Schedule of Condition based on the original inventory.	Inventory Company charge dependant on size and content of property	Inventory Company charge dependant on size and content of property
Tenancy Agreement Extension & Renewal Fee (Landlord's Share)	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.	£100	£120
Abortive Tenancy Fee		£250 plus out of pocket costs	£300 plus out of pocket costs
Sale of the Property to the Tenant		2% of the agreed sale price	2.4% of the agreed sale price
Interest on Unpaid Commission or Other Monies	Interest at 4% above Bank of England Base Rate from date due		
<b>ADDITIONAL OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)</b>			
<b>Management Only</b> Handover		£500	£600
<b>Management Only</b> Fees for the term including renewal	Minimum Fee £1800 (inc VAT)	6%	7.2%

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<b>Vacant Management</b>	Visit the property once a fortnight and maintain utility bill accounts as instructed	£200 per month	£240 per month
<b>Managing</b> When Instructed To Let Only		£100 per hour	£120 per hour
Post Purchase Pre Let	Visual check and if new build liaise with surveyor re snagging	£500	£600
Additional Property Visits	To attend as necessary for specific requests such as to monitor the tenancy or any maintenance-linked visit	£100	£120
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	£100 quarterly	£120 quarterly
Insurance Claims		£100 per hour	£120 per hour
Serve Section 13 Notice		£41.70	£50
Serve Section 21 Notice (included with management service)		£41.70	£50
Obtaining Consents			£84 per document
Court Attendance		£100 per hour	£120 per hour
Court Attendance (Director)		£200 per hour	£240 per hour
Obtaining more than two contractors' quotes (if managed)		£150 per quote	£180 per quote
Arrangement Fee for Works and Refurbishments over and above day to day management (if managed)		10% of net cost	12% of net cost
Purchasing Items on Behalf of the Landlord		£100 per hour	£120 per hour
<b>IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF OUR LETTINGS TEAM</b>			