



# FEES TO: LANDLORDS

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(CMP) PROVIDED BY: ARLA**



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## LEVEL OF SERVICE: Fees (Plus VAT at current rate)

TENANCY SET UP ONLY	SET UP & RENT COLLECT	SET UP, RENT COLLECT & MANAGEMENT
<p><b>FEES:</b> Tenancy Set up fee - One month's rent**</p> <p><b>INCLUDES</b></p> <ul style="list-style-type: none"> <li>• Rent appraisal &amp; find tenant in accordance with landlord's guidelines</li> <li>• Market property and advertise on relevant portals</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions &amp; letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Erect board outside property in accordance with Town and Country planning act 1990.</li> <li>• Negotiate terms of tenancy with landlord and tenant</li> <li>• Advise on non-resident tax status &amp; HMRC (if relevant)</li> <li>• Statutory Right to Rent check on occupiers</li> <li>• Credit check &amp; reference report on occupiers</li> <li>• Organise signing of documents for new tenancy</li> <li>• Collect &amp; remit initial rent</li> <li>• Collect security deposit.</li> <li>• Provide tenant with method of rent payment</li> <li>• Deduct commission and any pre-tenancy invoices and issue statement</li> </ul>	<p><b>FEES:</b> Tenancy Set up fee - 2 weeks rent then 10% monthly**</p> <p><b>INCLUDES</b></p> <ul style="list-style-type: none"> <li>• All Tenancy set up services (see side panel left)</li> <li>• Negotiating &amp; arranging signing of Tenancy Agreement</li> <li>• Collect and remit rent</li> <li>• Provide rental statements</li> <li>• Arrange payments from rental for statutory requirements</li> <li>• Assist with Tax Exemption certificate if overseas landlord</li> <li>• Pursue non-payment of rent &amp; provide advice on rent arrears action</li> <li>• Negotiate renewals and extensions of tenancy</li> <li>• Negotiate rent reviews</li> <li>• Oversee end of tenancy procedures</li> <li>• Organise Inventory &amp; Schedule of condition</li> <li>• Organise registration of deposit with approved scheme</li> </ul>	<p><b>FEES:</b> Tenancy Set up fee - 2 weeks rent then 12% monthly**</p> <p><b>INCLUDES</b></p> <ul style="list-style-type: none"> <li>• All Tenancy set up &amp; Rent Collect services (see side panels left)</li> <li>• Act as point of contact between Landlord and Tenant</li> <li>• Undertake property visits &amp; issue digital report</li> <li>• Arrange routine repairs and instruct approved contractors</li> <li>• Obtain estimates from approved contractors</li> <li>• Advise on compliance with current legislation</li> <li>• Advise on breach of Tenancy &amp; serving of prescribed notice if required</li> <li>• Negotiate deductions from deposit at end of Tenancy</li> <li>• Advise on deposit disputes</li> <li>• Hold keys throughout the Tenancy term</li> <li>• Pay authorised bills from rental income</li> <li>• Dedicated 'Landlord portal' providing on line immediate access to rent statements, property information and tenancy data</li> </ul>

\*\*FEES MAY VARY, DEPENDENT ON RENT AND STYLE OF PROPERTY – Please ask a member of staff

See separate charges for other services (if required)



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