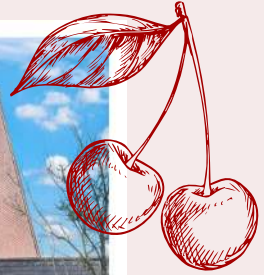




# Cherry Lets



# Landlord Fees & Service Levels 2023

[www.cherry-lets.co.uk](http://www.cherry-lets.co.uk)

## Hello and a warm welcome!

At Cherry Lets we are 100% committed to our landlord clients and strive to offer the very best lettings & property management service possible. As exclusively lettings agents, we dedicate all of our time to ensuring we take care of our client's investments and make sure that they are kept compliant, in great condition and achieving the very best rental from the very best tenants!

We also offer expert investment advice for those landlords who are looking to expand their portfolio, or those who want honest evaluation on how their property or portfolio is performing. We work with many sales agents & new home developers across the North Oxfordshire and South Northants area and are committed to giving you a full account of the rental market in our area.

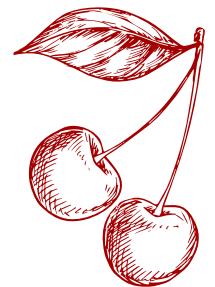
One thing you can be assured of is our transparency and commitment to accuracy. We will never give a false valuation in order to gain business, we will never rush the tenancy process, we will never cut corners. Using Cherry Lets for your rental investment will definitely be the best choice you will make.



Kind regards,



Annabelle Clitherow MARLA, owner  
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# Our service levels



Bronze



Silver



Gold

- |   |   |   |   |
|---|---|---|---|
| Professional photographs & extensive marketing      | ✓ | ✓ | ✓ |
| Accompanied viewings                                | ✓ | ✓ | ✓ |
| Tenancy arrangement paperwork & contract            | ✓ | ✓ | ✓ |
| Tenant referencing & right to rent checks           | ✓ | ✓ | ✓ |
| Property inventory & schedule of condition          | ✓ | ✓ | ✓ |
| Collect & remit initial rent received               | ✓ | ✓ | ✓ |
| Agree collection of any shortfall & payment method  | ✓ | ✓ | ✓ |
| Provide tenant with method of payment               | ✓ | ✓ | ✓ |
| Deduct any pre-tenancy invoices                     | ✓ | ✓ | ✓ |
| Advise all relevant utility providers of changes    | ✓ | ✓ | ✓ |
| Collect & remit the ongoing rent received           | ✗ | ✓ | ✓ |
| Pursue non-payment of rent & provide advice         | ✗ | ✓ | ✓ |
| Undertake 5-monthly inspection visits & send report | ✗ | ✗ | ✓ |
| Arrange routine repairs using approved contractors  | ✗ | ✗ | ✓ |
| Hold keys throughout the tenancy term               | ✗ | ✗ | ✓ |
| Cherry Lets emergency line for management issues    | ✗ | ✗ | ✓ |



## The GOLD Service

- All tenancy arrangement administration (see next page)
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Advise all relevant utility providers of changes
- Undertake inspection visits and notify the landlord of the outcome (at five monthly intervals)
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term
- Cherry Lets emergency line for property management issues

**Gold Service Fee: 13.2 % of rent due\***

**(inclusive of VAT at the current rate of 20%) in addition to the**

**Tenancy Arrangement Fee of £540 inc VAT (below)**

**Subject to minimum monthly fee: £78 inc VAT**

**and minimum period of 12-month tenancy term**

**Explanation: with an example rental of £900 per calendar month:  
Gold Service Fee: 13.2% = £118.80 per month (£99 + £19.80 VAT)  
plus Tenancy Arrangement Fee £540 (£450 + £90 VAT)**



## **Tenancy Arrangement for the Gold Service Level**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions
- Professional Photographs and Floorplan (updated as required)
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Market the property and advertise on relevant portals including detailed write up
- Carry out accompanied viewings (as appropriate)
- Referencing for up to two tenants/applicant/guarantor and identity, immigration and visa confirmation as required
- Arranging the Tenancy Agreement including contract negotiation
- Deposit Registration - register tenant details and protect the security deposit with a Government-authorized scheme where statutory tenancy deposit protection applies and provide the tenant(s) with the Prescribed Information within 30 days of receipt of the deposit
- Independent inventory and schedule of condition
- Check in including contacting the service companies (principally electricity, gas, water & council tax) and/or utility/council tax notification and advising of the new occupant's name at the beginning of each tenancy.
- Recording of compliance with the Smoke and Carbon Monoxide (England) Regulations and the Housing Deregulation Act.

**Price for this service is £540 inclusive VAT**



## **The SILVER Service**

- All tenancy arrangement administration (see next page)
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Advise all relevant utility providers of changes

**SILVER Service Fee: 8.4% of rent due\***

**(inclusive of VAT at the current rate of 20%) in addition to the  
Tenancy Arrangement Fee of £540 inc VAT (see below)**

**Subject to minimum monthly fee: £66 inc VAT  
and minimum period of 12-month tenancy term**

**Explanation: with an example rental of £900 per calendar month:  
Silver Service Fee: 8.4 % = £75.60 per month (£63 + £12.60 VAT)  
plus Tenancy Arrangement Fee £540 (£450 + £90 VAT)**



## **Tenancy Arrangement for the Silver Service Level**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions
- Professional Photographs and Floorplan (updated as required)
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Market the property and advertise on relevant portals including detailed write up
- Carry out accompanied viewings (as appropriate)
- Referencing for up to two tenants/applicant/guarantor and identity, immigration and visa confirmation as required
- Arranging the Tenancy Agreement including contract negotiation
- Deposit Registration - register tenant details and protect the security deposit with a Government-authorized Scheme where statutory tenancy deposit protection applies and provide the tenant(s) with the Prescribed Information within 30 days of receipt of the deposit
- Independent inventory and schedule of condition
- Check in including contacting the service companies (principally electricity, gas, water & council tax) and/or utility/council tax notification and advising of the new occupant's name at the beginning of each tenancy.
- Recording of compliance with the Smoke and Carbon Monoxide (England) Regulations and the Housing Deregulation Act.

**Price for this service is £540 inclusive VAT**



## **The BRONZE Service**

- All tenancy arrangement administration (see next page)
- Collect and remit initial month's 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

**BRONZE Service Fee: the equivalent of one month's rental.**

**Subject to minimum fee of £900**

**(inclusive of VAT at the current rate of 20%) payable in advance  
prior to the start of the tenancy**

**Explanation: with an example rental of £900 per calendar month:**

**Bronze Service Fee: £900 (£750 + £150 VAT)**





## **Tenancy Arrangement for the Bronze Service Level**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions
- Professional Photographs and Floorplan (updated as required)
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Market the property and advertise on relevant portals including detailed write up
- Carry out accompanied viewings (as appropriate)
- Referencing for up to two tenants/applicant/guarantor and identity, immigration and visa confirmation as required
- Arranging the Tenancy Agreement including contract negotiation
- Deposit Registration - register tenant details and protect the security deposit with a Government-authorized Scheme where statutory tenancy deposit protection applies and provide the tenant(s) with the Prescribed Information within 30 days of receipt of the deposit
- Independent inventory and schedule of condition
- Check-in including contacting the service companies (principally electricity, gas, water & council tax) and/or utility/council tax notification and advising of the new occupant's name at the beginning of each tenancy.
- Recording of compliance with the Smoke and Carbon Monoxide (England) Regulations and the Housing Deregulation Act.

**All of the above is included in the BRONZE SERVICE FEE**

# Additional Fees for all Service Levels

## Renewal and Rent Review Fee:

**£195 with the Gold service inc VAT**

**£300 with the Silver Service inc VAT**

**£395 with the Bronze Service inc VAT**

To include as required and applicable:

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.
- Review rent in accordance with current prevailing market conditions and advise the landlord.
- Negotiate with tenant, serve Section 13 Notice as appropriate and direct tenant to make payment change as applicable.

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## Check-out Fee:

- Dependent on the number of bedrooms and/or size of the property and outbuildings
- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Issuing Notice of Seeking Possession: £132 incl. VAT
- Additional Referencing: £54 incl. VAT per Tenant/Permitted Occupier/Guarantor including identity, immigration and visa confirmation where applicable
- Fee for Guarantor Agreement as part of the Tenancy Agreement: £120 incl. VAT
- Addendum for Permitted Occupier: £120 incl. VAT including identity, immigration and visa confirmation
- Property Visits: £90 inc VAT (where additional to service level)
- Arrangement fee for works over £500 and beyond general repair and maintenance 12% inc VAT of cost
- Arrangement fee for work before or in-between tenancies 12% inc VAT of cost
- Hourly rate for additional work - £66 per hour inc VAT plus expenses and travel time (i.e. meeting contractors; preparation of DPS defence)



# Cherry Lets



## BEST<sup>®</sup>

ESTATE AGENT GUIDE  
2021 : EXCEPTIONAL

LETTINGS



## BEST<sup>®</sup>

ESTATE AGENT GUIDE  
2022 : EXCEPTIONAL

LETTINGS



## BEST<sup>®</sup>

ESTATE AGENT GUIDE  
2023 : EXCEPTIONAL

LETTINGS

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