

IS AN ARLA LICENSED MEMBER
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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



EVEL OF SERVICE OFFERED:

Tenant find (Let Only): 10% of rent (excl VAT)

12% of rent including VAT
INCLUDES:

- Expansive marketing of your property using every major property portal plus our own cutting edge marketing
- Proactively calling our corporate clients and company lets
- Encourage sealed bids & open house viewings
- Source and fully reference suitable tenants (to include credit checks, immigration checks, prior landlord & employment references for tenants and associated guarantors where appropriate)
- Arrange Check In / Out (statement of condition) reports
- Negotiate terms of tenancy , drawing up appropriate Tenancy Agreement and arranging signing
- Check and arrange preparation of property
- Move tenants into property, completing full sign-up
- Collect initial months' rent , and deposit (usually 6 weeks rent equivalent) and remit, less deduction of agreed fees.
- Inform tenants of obligations under the tenancy & provide them with contact details and method of payment.

Rent collection: 11% of rent (excl VAT)

13.2% of rent including VAT
INCLUDES:

- All services under the Tenant Find (Let Only) service

PLUS:

- Provide a dedicated Rent Collection Representative with dedicated contact number and email address for your support
- Provide 24/7 access to additional tenancy documents including rent statements via the 'My Account facility'
- Collect and remit the rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission fees and other works as agreed
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Fully managed: 15% of rent (Excl VAT)

18% of rent including VAT
INCLUDES:

- All services under the Tenant Find (Let Only) and Rent Collection service

PLUS:

- Provide a dedicated Property Manager with dedicated contact number and email address for your support. Landlords never deal with tenant, providing complete reassurance for busy landlords.
- Arrange routine repairs and instruct approved tried and tested contractors in accordance with agreement
- Hold keys throughout the tenancy term where keys are provided at the commencement of the let.
- Liaise with tenants to ensure smooth progression of tenancy
- Organise visual inspections as required to understand condition of property, and take appropriate actions



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FEES TO: LANDLORDS

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ADDITIONAL FEES AND CHARGES

Inventory Fee (landlords share) See attached Schedule
Dependent on the number of bedrooms and/or size of the property and outbuildings

Professional Cleaning Fee See attached Schedule
Dependent on the number of bedrooms and/or size of the property and whether it is carpeted

Electrical Safety See attached Schedule
Dependent on the number of bedrooms and/or size of the property and whether it is carpeted

Deposit Registration Fee: £336 (inc VAT)

- Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy and arrange for the deposit management at the end of the tenancy including negotiation between both parties in order to fund a mutual resolution. There will be £150 additional charge for any dispute management to include provision of evidence to relevant scheme and handling of outcome.

Inspection visits: £64.80 (inc VAT)

- To attend in order to document the condition of the property. Charge is per visit and these are conducted quarterly.

Submission of non-resident landlords receipts to HMRC (Non Resident Landlord Fee) £360 (inc VAT)

- To compile and submit the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC. Completion and submission of the Annual Return will be arranged where applicable (i.e. where the landlord is not NRL approved for receipt of gross rent)

Renewal Fee (landlords share) Initial Fee payable will be reduced by 1% as per the terms of business (i.e. where the initial fee was 15% + vat for the fully managed service this will be reduced to 14% + vat on renewal)

- Contract negotiation, including rent review, amending and updating terms and arranging a further tenancy and agreement



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Check In/Out Fee (landlords share) £264.00 (inc VAT) (note check out may be rechargeable through tenancy agreement to tenant)

- 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 (where applicable)
- Remit any disputed amount to Scheme for final adjudication (where applicable)
- Unprotect security deposit (where applicable)

Repairs & Maintenance throughout the tenancy

Labour: The charges of our recommended contractors are £115.20 (inc VAT) for callout & first hour, then £90.00 (incl VAT) per hour thereafter. This charge includes our cost for arranging initial visits, follow up quotes/estimates, ensuring access via Tenant or keys as necessary and for organising the arrangements for the contractor to carry out the work. Please note these rates can be subject to change during the life of the Tenancy.

Materials: As necessary for completion of repairs. These are provided at cost, plus a maximum 25% uplift to cover procurement, administration & disposal of redundant appliances as appropriate.

Preparation of Tenancy Agreement (landlords Share)	£274.80 inc VAT
EPC Fee	£102.00 inc VAT
Gas Safety Fee	£130.80 inc VAT
Fire Safety Pack	£75.60 inc VAT payable each year
Emergency Repair Fee	£178.80 inc VAT payable each year.
Smoke Alarms	£127.20 inc VAT (where a CO2 alarm is purchased at the same time the cost will be £151.20 inc VAT)

Legal Expense and Rent Warranty Fee £78.00 inc VAT set up fee followed by £35.40 inc VAT per month thereafter for the duration of the tenancy
Provides rental warranty and legal support to gain vacant possession in the event of tenant non-payment of rent or other tenant breaches (terms and conditions apply and available on request)

Legionella Risk Assessment £162 inc VAT for the provision of the certificate and Risk Assessment

HMO Licensing

Fees vary dependant on the local borough applicable. There is a fee of £168.00 inc VAT applicable for ludlowthompson to be the license holder on behalf of the landlord.

Floorplan £94.80 inc VAT



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