Landlord Service List, Options, & Fees

SERVICE LIST	SELF MANAGED (Tenant Find)	VITAL SERVICE (Fully Managed)	SIGNATURE SERVICE (Rent Protection)
Market appraisal, visit to assess, answer queries, and make recommendations to enhance rental value	✓	✓	✓
Property health check ensuring the property is legally compliant for let with the relevant certificates	✓	✓	✓
Advertising with Zoopla, OnTheMarket, social media and office window	✓	✓	✓
Property To Let board erected to highways regulations (if requested)	✓	✓	✓
Qualify enquiries prior to viewing	✓	✓	✓
Arrange and accompany viewings	✓	✓	✓
Feedback from viewings	✓	✓	✓
Negotiation of the terms of the tenancy	✓	✓	✓
Detailed referencing of the applicants & guarantors, with credit checks	✓	✓	✓
Collect move in monies	✓	✓	✓
Preparation and execution of an Occupation Contract agreement	✓	✓	✓
Rent Protection/Protection and Legal Expenses (subject to T&Cs)			☑
Deposit protection into Deposit Protection Scheme (DPS)		✓	✓
Preparation and execution of deposit information		✓	✓
Arranging an Inventory to be compiled by a third-party independent inventory clerk or independent inventory software		✓	✓
Issuing inventory for signing by the Contract Holder to prove the condition the property was let in		✓	✓
Notification of tenancy start to the utility companies, council tax & landlord		✓	✓
Monthly rent collection. Landlord payments are processed within 48 hours of the rent due date, subject to cleared funds and banking systems. Statement of account emailed to landlord		✓	✓
Hold keys throughout the tenancy term		✓	✓
Property inspections: Undertake one routine visit per fixed term tenancy, and thereafter once every 12 months.		✓	✓
Primary contact for Contract Holders to report maintenance issues		✓	✓
Obtaining quotes (max 2) & coordinate maintenance		✓	✓
Organising access for legal compliance (EPC, Gas Safety, EICRS, Smoke Alarms, CO Detectors, PAT Legionella etc, (certificates at additional costs)		✓	✓
Arrange agreed routine day to day maintenance		✓	✓
Administration of invoices relating to the property from rent received		✓	✓
Arrears Chasing: Should your Contract Holder fall behind with their rental payments, we will reasonably chase the outstanding amount.		✓	✓
Provide the Contract Holder with comprehensive end of tenancy details		✓	✓
Check out: Meet contract holders at property for key handover and meter readings		✓	✓
End of tenancy management, negotiating deductions from deposit if required		✓	✓
Notification of tenancy end to utilities & council tax		✓	✓
Make HMRC deductions			✓
*Overseas Landlords: If you do not live in the UK, please select our 'Signature Service' to ensure letting your property is hassle free.			✓
Set Up Costs	£540 inc VAT (£450 plus VAT)	£540 inc VAT (£450 plus VAT)	£540 inc VAT (£450 plus VAT)
Monthly Management Costs	N/A	12% inc VAT (£10% plus VAT)	18% inc VAT (£15% plus VAT)

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The Property Redress Scheme: The Agent is a member of The Property Redress Scheme (Membership No. PRS023925)
Client Money: The name and address of the Agent's client money protection scheme is UKALA Total Loss CMP Scheme, Bentinck House, 3-8 Balsover Street, London, W1W 6AB.

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LANDLORD SERVICE FEES

PRE-TENANCY CHARGES	
Management Take-over Fees / Agency Switch This fee covers the cost of taking over management of an existing tenancy, including compliance checks, tenant ID/AML verification, deposit handling, and issuing all required legal documentation.	£180 inc VAT per tenancy
Landlord Withdrawal Fees before move in. This is where a ready, willing and able Contract Holder has been found and the landlord decides not to proceed with the let.	£250 inc VAT

DURING TENANCY CHARGES	
Renewal of tenancy fixed term agreement, negotiation, preparation & issue. This covers negotiation and updating of contract terms, arrangement of the execution of an occupation contract.	£90 inc VAT
Issuing of notices The Agent will prepare and serve any related notice, to reflect a change to the occupation, terms, whether arising from legislative requirements, a contract-holder request, or other lawful circumstances. [Excluding a possession notice – see possession notice section].	£66 inc VAT
Possession Notice Where possession is required, the Agent will introduce the Landlord to a solicitor experienced in the Renting Homes (Wales) Act 2016. Costs and Legal costs are payable directly by the Landlord to the solicitor.	From: £180 inc VAT per Notice. Further details on request.
Additional Property Visits / Inspection and report	£80 inc VAT
Landlord withdrawal fee during tenancy	£250 Inc VAT

POST TENANCY	
Void Property visits: Management fees are not charged during void periods; however, separate charges apply for such visits.	£80 inc VAT
Court attendance if requested	£300 inc VAT per day
Bailiff attendance	£66 inc VAT per hour

Inventory & Schedule of Condition (if not included)			
Photographic report included in fully managed, additional for let only	Beds	Furnished	Unfurnished
	Studio / 1 Bedroom	£180 inc VAT	£150 Inc VAT
	2/3 Bedroom	£220 inc VAT	£190 inc VAT
	4 Bedroom	£260 inc VAT	£230 inc VAT
	5+ Bedroom	£300 inc VAT	£270 inc VAT
Inventories are a statutory requirement under the Renting Homes (Wales) Act 2016, unless both the contract holder and landlord agree in writing not to have one. Landlords are advised under the Consumer Contracts Act that inventories and mid term inspections are sub contracted to an independent company.			

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REPORTS	
Legionella Risk Assessment	From £80 inc VAT
Asbestos Report	From £80 inc VAT
Other certificates / reports	TBC
AVOIDABLE COSTS	
Obtaining proof of ownership Land Registry Check to ascertain the ownership of the property (if the landlord does not provide documents to us)	£18.00 inc VAT
Re-issuing or amending contracts	£40 inc VAT
Duplication & testing of extra keys	£18 inc plus the cost of key cutting
End of year statement if requested	£40 inc VAT
CONTRACTOR COSTS	
Landlord Contractor compliance check Compliance and administration to verify documentation and register a landlord nominated contractor on our system before works can be instructed.	£66 inc VAT per contractor
Obtaining More than 2 Contractor Quotes Arranging and managing additional contractor quotations where more than two quotes are requested for works.	£60 inc VAT per quote. Fully Managed service only.
Arrangement Fees for works over £500: Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.	12% inc VAT of works net cost
Providing access for contractors	£40 inc VAT per visit
Waiting at property	£40 inc VAT per hour
DEPOSIT	
Dispute Against Agent Advice: Applicable where a landlord instructs us to pursue a deposit claim despite being advised it is unlikely to succeed. Fees cover administration and correspondence.	£66 inc VAT
Tenancy Dispute Fee: The costs associated with the preparation of all evidence and submitting the case to the deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.	£150 inc VAT per contract
Statutory Declaration for Deposit	£40 inc VAT
PROJECT MANAGEMENT	
Organising refurbishments	Dependent on level of refurbishment, minimum fee £1,500 inc VAT
Arranging contractor quotes over 2 quotes	£40 inc VAT per quote
Arrangement fees for works	12% inc VAT of cost of works over £500
Furnishing advisory service	By quotation, dependent on size of property
Property Sourcing fee	1.8% inc VAT of purchase price

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FINANCIAL	
Same-day payment	£30 inc VAT
Additional HMRC reporting fees	£75 inc VAT per request
Interest on unpaid commission	3% inc VAT above the Bank of England base rate from due date until paid
Hourly rate	£66 inc VAT per hour, minimum fee £66 inc VAT
OTHER	
Photocopies of Inventory / Tenancy Agreement etc per document	£0.15 inc VAT per page
A company headed letter to Mortgage Company for Valuation	£60 inc VAT (refunded if you take up our fully managed services)
Any other request not outlined above	£66 inc VAT per hour, minimum fee £66 inc VAT

Commission and monies on account:

- If in any month the funds held by the Agent are insufficient to pay the Commission, the Landlord shall pay the shortfall to the Agent on demand.
- The Landlord shall pay interest on Commission that is overdue by 7 days or more at the rate of 3 per cent above the Bank of England base rate from the due date until the date of payment

The Landlord will indemnify the Agent for any claim, damage or liability suffered by the Agent as a result of acting on the Landlord's behalf unless this arises through the Agent's negligence or breach of contract.

Trades / Contractors

You agree to instruct AVENUE's approved trades and contractors. If you prefer to use your own, you must first provide their current and valid Public Liability Insurance, Professional Indemnity (if applicable), and proof of trade registration (e.g. Gas Safe ID).

Example: The standard fee for the Full Management Services is taken as a percentage of the gross rent due per month for the period of the tenancy and a set-up fee will be deducted from the 1st months move in monies.

The standard fee for the Self-Management Option is a one-off payment at the outset of the tenancy and will be deducted from the move in monies.

Additional items and other expenses will be charged as defined above.

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