

FEES TO: LANDLORDS

www.johntaylors.com	
Letting Only Service: Set up fee £400 + VAT / £480 inc. VAT	Management Service: Set up fee £290 + VAT / £348 inc. VAT and then 10% + VAT (12% inc. VAT) of rent
INCLUDED	INCLUDED
<ul style="list-style-type: none"> • Agree the market rent • Advice on refurbishment • Take up references and right to rent checks • Draw up a tenancy agreement and associated paperwork • Collect and reissue initial first month's rent • Deposit registration • Deduct any pre-tenancy invoices • HMRC rent submission for rent received 	<ul style="list-style-type: none"> • Agree the market rent • Advise on refurbishment • Deduct commission and other works • Advise all relevant utility providers of changes • Take up references and right to rent checks • Draw up a tenancy agreement and associated paperwork • Deposit registration • Deduct any pre-tenancy invoices • Undertake two inspection visits per annum and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors • Agree the market rent • Hold keys throughout the tenancy term • Collect and resubmit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • HMRC rent submission on annual basis
ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)	
<ul style="list-style-type: none"> • Inventory Fee (inc. VAT) <ul style="list-style-type: none"> 1 Bed £100 2/3 Bed £120 4 Bed £140 5 Bed £160 	
<ul style="list-style-type: none"> • Additional property visits To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit. 	£48 (inc. VAT)
<ul style="list-style-type: none"> • Submission of non-resident landlord's receipts to HMRC 	£ 36 (inc. VAT) quarterly
<ul style="list-style-type: none"> • Spray test smoke alarms and carbon monoxide detectors to comply with regulations. 	£12 (inc. VAT)
<ul style="list-style-type: none"> • Arrangement fee for works over £2,000 Arranging access and assessing costs with contractor Ensuring work has been carried out in accordance with the specification of works Retaining any warranty or guarantees a result of any works 	9% (inc. VAT) of net costs
<ul style="list-style-type: none"> • Renewal fee Contract negotiation, amending and updating terms and arranging a further tenancy and agreement. 	£72 (inc. VAT)
<ul style="list-style-type: none"> • Inspection of vacant properties 	£24 (inc. VAT) per visit
<ul style="list-style-type: none"> • Check out fee Agree with tenant check out date and time appointment Negotiate with landlord and tenant any disbursement of the security deposit Return deposit as agreed with landlord and tenant to relevant parties Remit any disputed amount to Scheme for final adjudication Unprotect security deposit Instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items 	£84 (inc. VAT)
<ul style="list-style-type: none"> • Court attendance 	£60 (inc. VAT) per hour
IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF	

John Taylors are regulated by the Royal Institution of Chartered Surveyors and are registered with the RICS Client Money Protection Scheme.