

SCALE OF CHARGES TO LANDLORDS

Level of service (all charges are inclusive of VAT and IPT)	Let & Fully Managed	Let & Rent Collection	Let Only
Setting up the tenancy (✓ = included in setting up the tenancy)	540	540	585^A
Market appraisal and valuation	✓	✓	✓
Legal compliance, letting consents, and refurbishment advice & guidance	✓	✓	✓
Advertising & promoting your property on major portals, our website, and office	✓	✓	✓
Applicant matching and pre-viewing vetting via our 'Passport to View'	✓	✓	✓
'To Let' board (where permitted and site suitable)	✓	✓	✓
Legal compliance inspections and certifications (qualified contractor charge applies)	✓	✓	✓
Viewings - accompanied (other than exceptionally)	✓	✓	✓
Negotiating applications incl. comprehensive referencing via specialist agency	✓	✓	✓
Tenant identity and Right to Rent checks	✓	✓	✓
Tenancy Agreement and legally Prescribed Information	✓	✓	✓
Tenant e-sign of Tenancy Agreement	✓	✓	✓
Tenant key release appointment	✓	✓	✓
Rent payment arrangements set up with tenant	✓	✓	✓
Inventory (comprehensive written/photographic using dedicated software)	✓	Varies ^B	Varies ^B
Reporting to council and utilities providers at start and end of tenancy	✓	✓ ^C	✓ ^C
Deposit collection, registration, and protection under TDS Custodial (where AST)	✓	✓	50
Management takeover (per Tenancy)	150	150	
Management fee/Rent Collection fee per calendar month	12%	6%	
Rent collected, processed, and statement emailed to you	✓	✓	Month 1
Non-payment of rent pursued and advice on options re rent arrears	✓	✓	
Property repairs/maintenance reports assessed, quoted, scheduled, & monitored	✓		
Tenancy/Tenant issues assessed and actioned	✓		
Periodic inspections ^E (with written/photographic using dedicated software)	✓ ^{E1}	120^{E2}	120^{E2}
Compliance checks (monitored and arranged with qualified contractors)	✓		
Monitoring and negotiating Tenancy renewal (Tenancy Agreement, legally Prescribed Information, and Deposit Re-Protection) –tenancy 6 months /over 6 months	135/160	135/160	135/160^F
Inspection at end of Tenancy by reference to Inventory (as above)	✓	150^{F C}	150^{F C}
Agent set of access keys held securely under controlled system	✓		
Protection of your investment			
Annual Rent guarantee & legal expenses/eviction cover (12 months' rent & 75% rent for upto 3 months of vacant possession provided property available to let)	360^D	360^D	Not available
^A 60% of first month's rent subject to a minimum of £585			
^B Unfurnished property – 1 to 2 bed = £ 120, 3 to 4 bed = £150, 5 to 6 bed = £160			
^B Furnished property – 1 to 2 bed = £ 250, 3 to 4 bed = £300, 5 to 6 bed = £350			
^C Only available with Inventory Service			
^D For rents of upto and including £2000pcm. For rents over £2000pcm POA			
^{E1} Minimum 2 per annum under managed service			
^{E2} Per inspection instructed			
^F On request			
^G Single Premium Policy			

"With you every step of the way"

RESIDENTIAL LETTINGS

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Additional Services (on request)			
Notice for possession under section 21 – preparation and serving	30	120	120
Notice for possession under section 8 – preparation and serving	60	120	120
Notice of rent increase under section 13 – preparation and serving	30	30	90
Court attendance (up to two hours incl. travel time)	200		
Property visit to check tenant occupation before instruct bailiffs	30^H		
Property appointment to meet bailiffs/locksmith	90^I		
Addendum to Tenancy Agreement	60		
Additional Tenant/Occupier vetting after Tenancy has commenced	60		
Same day payment of monies to you	15	15	15
Monthly statements by post	12	12	
Duplicate documentation by email/post	5/20	5/20	5/20
Annual statement of income and expenditure for tax purposes	30	30	
Deposit dispute evidence submission to TDS	60^J	150^J	250^J
Deposit Statutory Declaration for TDS	20	20	20
Ad hoc property inspection and report	60^H	120^H	120^H
Quote for routine maintenance job where you wish an additional quote	20^K		
Quote for new instruction maintenance	10^K	10^K	10^K
Overseeing major repairs and refurbishment works	Varies^L		
Quote for purposes of insurance claim	20^K		
Assisting with claim on landlord's insurance	60^J		
Keys –supplying standard keys (up to 2 keys + £5 each additional) security/coded keys (EPOA)	30	30	30
Supplying loan heaters where prolonged heating failure at property	50		
Redirection of landlord's mail collected at property	30	30	30
Right to Rent follow up check	30	30	
Introduction of tenant in situ as buyer for property	1000^N	1000^N	
Compliance and safety			
EPC – Energy Performance Certificate (lasts 10 years)	108	108	108
LGSC – Gas Safety Certificate (lasts 12 months)	80	80	80
EICR – Electric Periodic Safety Certificate (lasts 5 years)	200	200	200
CO alarm – (per alarm plus £30 per additional alarm installed at visit)	50	50	50
Smoke alarm – (per battery alarm plus £40 per additional alarm installed at visit) ^M	80	80	80
^H Per ½ hour or part thereof subject to a minimum of			
^I Per hour or part thereof subject to a minimum charge of			
^J For up to one hour, thereafter £60 per hour or part thereof			
^K Per quote (individual contractor's quote charges also apply but credited on job instruction)			
^L 12% of net cost of works			
^M Mains operated alarm - EPOA			
^N Our commission for this will be agreed between all parties, subject to a minimum of £1000 inc VAT.			

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