



Valuations, viewings, marketing	0121 726 9417
Repairs and maintenance	0121 726 9418
Accounts and payments	0121 726 9419
Tenancy applications and renewals	0121 726 9420
Landlord enquiries	0121 726 9421
All other enquiries	0121 726 9422



info@paulcarrlettings.co.uk



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## SCALE OF CHARGES TO LANDLORDS

Level of service (all charges are quoted inclusive of VAT and IPT)	Letting and Management	Letting and Rent Collection	Letting Only
<b>Setting up the Tenancy</b>	495	495	550 <b>A</b>
** Market appraisal including valuation	✓	✓	✓
** Guidance on legal compliance & letting consents and advise of refurbishment requirements	✓	✓	✓
** Portal advertising - OnTheMarket, Rightmove, Paul Carr Estate Agents website	✓	✓	✓
** Office and window advertising through our multi branch network across the North Birmingham area	✓	✓	✓
** Matching your property to registered applicants	✓	✓	✓
** 'To Let' board (where legally permitted and/or site suitable)	✓	✓	✓
** Provision of necessary compliance checks and documentation (separate charge for certifications)	✓	✓	✓
** Accompanied viewings (where applicable)	✓	✓	✓
** Handling applications and negotiating tenancy	✓	✓	✓
** Referencing applicants including Right to Rent checks	✓	✓	✓
** Provision of Tenancy Agreement and Prescribed Documents	✓	✓	✓
** Sign up appointment with Tenant	✓	✓	✓
** Provision of Inventory and Statement of Condition	✓	120 <b>B</b>	120 <b>B</b>
** Reporting to utility providers and council with 'move-in' information	✓	✓ <b>C</b>	✓ <b>C</b>
** Provision of standing order/method of payment for rent	✓	✓	✓
** Deposit registration and protection	✓	✓	50 pa <b>D</b>
** Accompanied move-in appointment with your Tenant	50	50	50
** Management takeover (per tenancy)	150	150	
<b>Management fee/Rent collection fee per calendar month</b>	12%	6%	
** Collect & process rent and emailed statement to you	✓	✓	Month 1
** Pursue non-payment of rent and advise on rent arrears actions	✓	✓	
** Handle repairs & maintenance reports and quote & schedule works	✓		
** Handle all tenancy issues and tenant enquiries	✓		
** Periodic inspection of property (min. 2 p.a.) and emailed report to you	✓	60	60
** Monitor and arrange compliance checks	✓		
** Tenancy renewal and reprotction of deposit – 6 month tenancy/tenancy of over 6 months	135/160	135/160	135/160 <b>E</b>
** Final inspection/check out of property and emailed report to you	✓	90	90
** Reporting to utility providers and council with 'move-out' information	✓	✓ <b>F</b>	✓ <b>F</b>
** Hold a set of access keys securely throughout the term of the instruction	✓		
<b>Protection of your investment</b>			
** 12 m rent guarantee, nil excess, legal expenses/eviction & 50% rent for 2 months marketing period	300 <b>G</b>	300 <b>G</b>	300 <b>G</b>
<b>A</b> - 60% of first month's rent subject to a minimum fee of £550			
<b>B</b> - unfurnished property of up to 3 bedrooms. Furnished or with 4 or more bedrooms fee by agreement			
<b>C</b> - only available where provision of Inventory and Statement of Condition service is taken			
<b>D</b> - undertaken by us exceptionally where deposit protected by us <b>E</b> - on request			
<b>F</b> - only available where final inspection service is taken <b>G</b> - single premium policy			

### Redress and Client Money Protection

IMPORTANT: Letting Agents are required to be a member of a redress scheme and are required to have Client Money Protection.  
Redress: - We belong to The Property Ombudsman Ltd, ref N00914. You can seek redress by contacting them at [admin@tpos.co.uk](mailto:admin@tpos.co.uk) or call 01722 333306 or write to them at Milford House, 43-45 Milford Street, Salisbury, Wiltshire, SP1 2BP  
Client Money Protection: - Our provider is Propertymark Client Money Protection Scheme, ref C001959. You can contact them at <https://www.propertymark.co.uk/> or call 07926 496 800

The largest independent estate agent in the West Midlands with offices in:

**Aldridge-Brownhills-Burntwood-Erdington-Four Oaks-Great Barr-Great Wyrley-Hamstead-Kingstanding-Streetly-Sutton Coldfield-Walmley**

Paul Carr Estate Agents Ltd T/A Paul Carr Estate Agents  
Company Registration No: 6223102

Introductions only to Openwork Ltd, which is authorised and regulated by Financial Conduct Authority



*"With you every step of the way"*



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<b>Additional services</b>			
** Right to Rent follow up check	30		
** Preparation and service of section 21 notice for possession	30	90	90
** Preparation and service of section 13 notice for rent increase on a periodic tenancy	30	30	90
** Preparation and service of section 8 notice for possession	60	60	90
** Court Attendance (up to two hours incl. travel time) and associated preparation	175		
** Property visit to check tenant occupation before instruct bailiffs (per ½ hour & subject to a min. of)	30		
** Attendance at property to meet bailiffs (per hour or part thereof & subject to a min. of)	75		
** Addendum to existing Tenancy Agreement	50		
** Additional Tenant/Occupier vetting and set up after Tenancy has commenced	50		
** Same-day payment to you	15	15	15
** Monthly statements by post	5	5	
** Duplicate statements or other documentation by post	10	10	10
** Annual statement of income and expenditure for tax purposes	20	20	
** Deposit dispute submission to Tenancy Deposit Scheme (TDS)	60	150	250
** Redirection of Landlord's mail collected at rental property	30	30	30
** Property visit to check on condition beyond standard service (per ½ hour & subject to a min. of)	30		
** Quote for routine maintenance job where you wish an additional quote	20		
** New instruction / dilapidations quotes (up to 5 quotes)	100		
** Overseeing major repairs and refurbishment works (12% of net cost of works)	varies		
** Assisting with claim on landlord's insurance (per hour or part thereof & subject to a minimum of)	50		
** Supplying additional keys (up to 2 keys then £5 per additional key)	20	20	20
** Supplying loan heaters to a tenant where prolonged heating failure at property (1 x large or 2 x small)	30		
** Sale of property to tenants in situ	1,200	1,200	
<b>Compliance and safety</b>			
** Package 1 - gas safety (annual) , periodic electric safety (5 years) and EPC	295 H	295 H	295 H
** Package 2 - as package 1 and 2 smoke alarms	350 H	350 H	350 H
** Package 3 - as package 1 and legionella risk assessment	375 H	375 H	375 H
** Package 4 - total of packages 2 and 3	450 H	450 H	450 H
** EPC (energy performance certificate) – lasts 10 years	100	100	100
** Gas safety certificate – lasts 12 months	75	75	75
** Electric safety certificate (periodic) – lasts 5 years	135	135	135
** Legionella risk assessment	100	100	100
** Smoke alarms and CO alarms	POA	POA	POA
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