



# FEES TO: LANDLORDS

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

**IS AN ARLA LICENSED MEMBER**  
**WWW.ARLA.CO.UK**

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



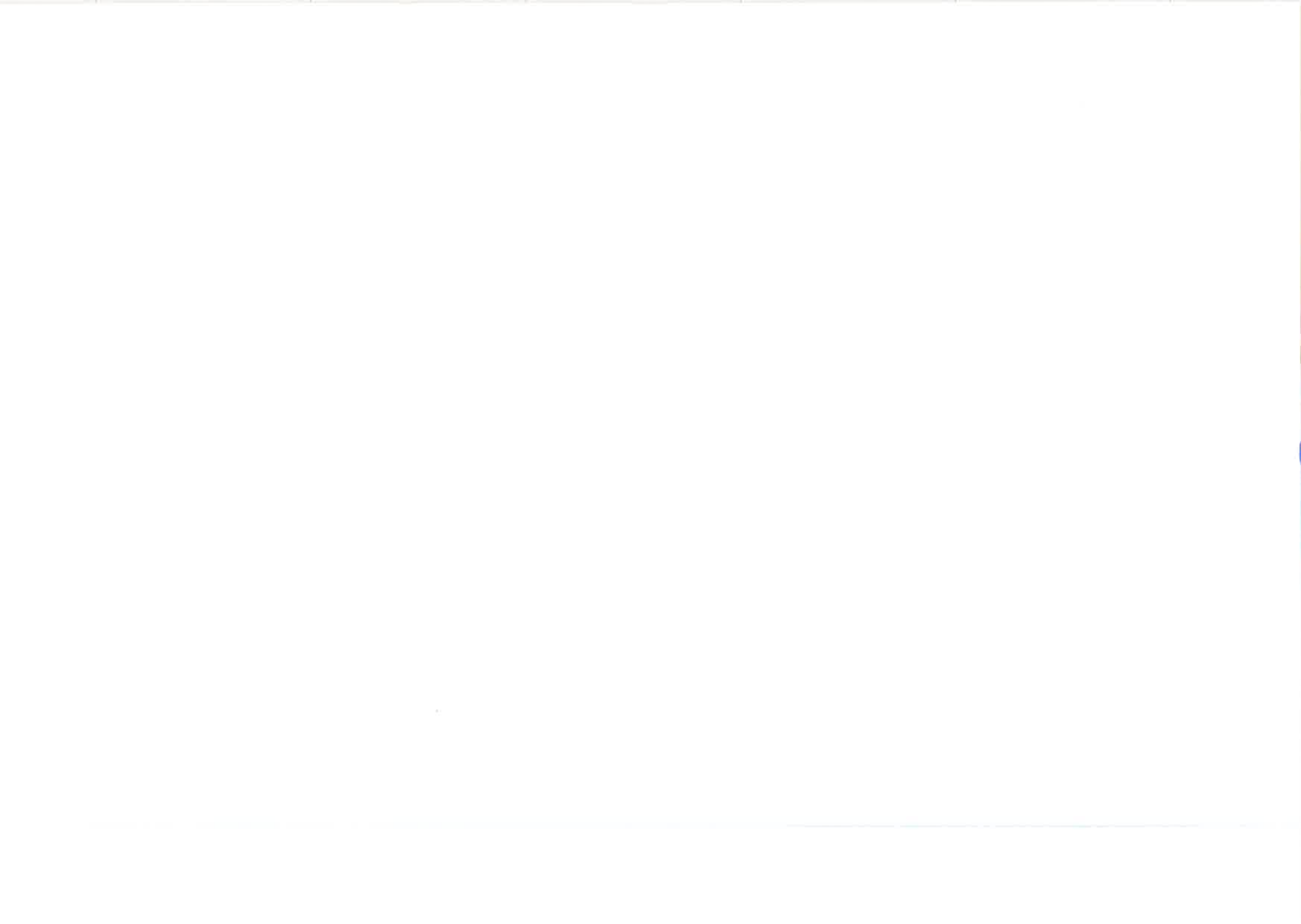
Deposit Registration Fee:	£0 (inc VAT)
• Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme	
• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£0 (inc VAT)
• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords receipts to HMRC	£0 (inc VAT) quarterly
• To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC	
Arrangement Fee for works over £	0% of net cost
• Arranging access and assessing costs with contractor;	
• Ensuring work has been carried out in accordance with the specification of works	
• Retaining any warranty or guarantee as a result of any works	
Arrangement fee for refurbishments over £	0% of net cost
• Arranging access and assessing costs with contractor;	
• Ensuring work has been carried out in accordance with the specification of works	
• Retaining any warranty or guarantee as a result of any works	
Obtaining more than two contractors quotes	£0 (inc VAT) per quote
Rent Review Fee	£0 (inc VAT)
• Review rent in accordance with current prevailing market condition and advise the landlord	
• Negotiate with tenant	
• Direct tenant to make payment change as appropriate	
• Update the tenancy agreement	
• Serve Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee (landlords share)	£50 (inc VAT)
• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£0 (inc VAT)
• 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	
• 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	
Court Attendance	£0 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF



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## LEVEL OF SERVICE OFFERED:

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### Tenant find: £300 (Inc VAT)

#### INCLUDES:

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### N/A

#### INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### Fully managed: 12% of rent (Inc VAT)

#### INCLUDES:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

### Setup Fee (Landlords Share):

£180 (inc VAT)

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

### Inventory Fee (landlords share)

See attached Schedule

Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)



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