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



INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



# FEES TO: LANDLORDS

[www.ktresidential.co.uk](http://www.ktresidential.co.uk)

## LEVEL OF SERVICE OFFERED:

### TENANT FIND: 10% (Inc VAT)

#### INCLUDES:

- Collect and remit initial months' rent received
- Deduct commission and other works
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Collect and remit the monthly rent received (RENT COLLECTION ONLY)
- Pursue non-payment of rent and provide advice on rent arrears actions (RENT COLLECTION ONLY)
- Deduct any pre-tenancy invoices (RENT COLLECTION ONLY)
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant - RENT COLLECTION ONLY)

### RENT COLLECTION: 12% (Inc VAT)

#### INCLUDES:

- Collect and remit initial months' rent received
- Deduct commission and other works
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Collect and remit the monthly rent received (RENT COLLECTION ONLY)
- Pursue non-payment of rent and provide advice on rent arrears actions (RENT COLLECTION ONLY)
- Deduct any pre-tenancy invoices (RENT COLLECTION ONLY)
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant - RENT COLLECTION ONLY)

### FULLY MANAGED: 15% (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
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term

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

Setup Fee (Landlords Share):

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

Deposit Registration Fee: £55.00 (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: £25.00 (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 FREE (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 £4,000.00: 15% 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 £4,000.00 15% 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 £15.00 (inc VAT) per quote

Rent Review Fee FREE (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/m Serve Section 13 Notice if tenancy is on a rolling monthly basis

Renewal Fee (landlords share) 50% of Tenant Find Fee (Tenant Find, inc VAT)  
FREE (Rent Collection and Managed)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) £25.00 (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, Un-protect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

Court Attendance £250.00 (inc VAT)

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

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