

## COBBLESTONE ESTATES LANDLORD SERVICES

Service	Total ( Excl Vat)	Total (VAT Included)
<b>Tenant Find Service</b> Includes rental valuation and agreeing market rent, finding a tenant in accordance with the landlord's guidelines. Marketing and advertising the property; erecting a board and carrying out viewings as appropriate. Collecting and remitting the first month's rent received, deducting any outstanding fees and other works invoices, and supplying a statement. Applies to all service levels	1 Calendar month's rent (invoiced after referencing and payable on move in)	1 Calendar month's rent + Vat (currently 20%)
<b>Rent Collection Service</b> Includes Tenant find Service plus a monthly commission calculated as a percentage of the monthly rent, includes collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary, it includes the first stages of pursuance of non-payment of rent and providing advice on rent arrears actions	Tenant find service fee as above + 10% monthly fee	Tenant Find Service Fee as above + 12% monthly fee
<b>Managed Service</b> Includes Tenant find service plus Monthly Management A monthly commission calculated as a percentage of the monthly rent, includes collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary, it includes the first stages of pursuance of non-payment of rent and providing advice on rent arrears actions. Liaising with tenants and handling their queries, providing a maintenance reporting and handling system including out of hours.	1 Calendar month's rent (invoiced after referencing and payable on move in) + 14% monthly fee.	1 Calendar month's rent + Vat (currently 20%) + 16.8% monthly fee.
<b>Other fees that may apply</b> Rent and Legal Protection Insurance includes legal and eviction cover.	£70.00initial payment + a monthly fee of 4% added to the management fee	Initial payment of £84.00 monthly fee of 4.8% added to the management fee.
Contract Pack: Includes arranging and administrating an ARLA approved tenancy agreement, referencing and right to rent check for up to 2 tenants.	£200.00	£240.00
Additional tenant referencing fee	£50.00	£60.00
Guarantor referencing fee	£60.00	£72.00
Company Let referencing fee (not included in managed service)	£150.00	£180.00
Deposit Registration Fee / Deposit replacement scheme certificate fee (Reposit) All residential tenants' deposits must be registered – by law – with a government approved Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Cobblestones Estates is the Deposit Protection Service. The fee also covers the administration of the receiving and holding the deposit in our client money account and providing CMP insurance cover for monies held, and associated administration. This must be renewed annually and a charge will be applied on each renewal date.	£80.00	£96.00
Inventory Fees Plus Health and Safety Compliance pack. Compulsory for all managed properties and other service levels where we register and deal with the deposit on your behalf. See separate schedule. Dependent on the number of bedrooms and/or size of the property and outbuildings.		See attached schedule
Renewal Fee for managed and rent collection Services Contract negotiation including rent increase negotiation if required, amending and updating terms and arranging a further tenancy and agreement.	£145.00	£174.00
Periodic term tenancy arrangement fee Transferring a tenancy to a periodic tenancy at the end of a fixed term.	£200.00	£240.00
Check Out Fee and report depending on property type, size and tenancy type	£145.00	£174.00
Check In Fee where we do not manage the property	£150.00	£180.00
Standalone Start of tenancy health and safety compliance pack, includes smoke and CO alarm, Legionella risk assessment report, HHSRS style inspection and pre tenancy check if not included with our inventory service.	£220.00	£264.00
Gas Safety Certificate Arrangement Fee –does not include cost of certificate	£50.00	£60.00
EICR certificate arrangement fee – does not include cost of certificate	£50.00	£60.00
Arranging the supply and installation of smoke alarm or carbon monoxide alarm, where legally required and not present. Does not include the cost of the alarm and installation.	£50.00	£60.00
Arranging EPC Arranging for an Energy Performance Certificate (EPC) as required prior to marketing of all Rented Property this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate.	£50.00	£50.00
Additional Contractor Quotes If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	£50.00	£60.00
Deposit Deduction Fee Post checkout if any proposed deductions in the security deposit are disputed by the tenant, this fee covers compiling the relevant documentation to support the landlord's position.	£150.00	£180.00

Arrangement Fee for Works (A Percentage of the work's invoice) Arranging access and assessing costs with contractor. Processing payments and invoices and retaining any warranty or guarantee as a result of any works.	20% (subject to a minimum charge of £80.00)	24% (minimum charge of £36.00)
Arrangement fee for Landlords own contractor A fixed fee for liaising with the contractor and tenant and arranging access. An additional fee will apply if a member of staff is required to attend the property with the contractor (see additional property visits section for charges)	£50.00	£60.00
Quarterly Submission of non-resident Landlords to HMRC		POA
Annual submission of non-resident Landlords to HMRC Price on request		POA
Quarterly Submission of rental income on behalf of Landlords to HMRC		POA
Annual submission of rental income on behalf of Landlords to HMRC	£40.00	£48.00
Dealing with Landlords insurance and warranties includes contacting the Landlords insurance or warranty providers at the request of the Landlord.	£60.00	£72.00
Interim property inspection ( 1 per tenancy)	£60.00	£72.00
Additional Property Visits To attend for specific requests such as neighbour disputes, more visits are required to monitor the tenancy, any maintenance-linked or routine visit over the included 1 visit every 6 months. We can also arrange to carry out property visits when the property is untenanted by agreement	£120.00	£144.00
Court Attendance only Expenses will be charged in addition where relevant. (Expenses include travel, accommodation and parking etc. if applicable.)		£50.00/£120.00 P/H
Issuing a section notice for a managed or non -managed service if not included in your RLP insurance in the case of arrears.	Managed: £120.00 Tenant Find £180.00	£144.00/£216.00
When a Landlord terminates an agreement before the tenancy has started. This is the fee for handling the withdrawal only in addition any costs incurred or outstanding relating to the marketing and set up of the property, referencing AST agreements etc and losses incurred by the agent or which must be repaid to any potential tenant will be passed to the landlord.	£400.00 + costs	£480.00 + costs
When a Landlord terminates an agreement, and the tenant remains in the property. Any additional costs occurred by the agent in administrating and handing over the tenancy to the landlord will be passed to the Landlord in addition.	Equal to payment of all management fees to the end of the tenancy, subject to a minimum term of 6 months	Equal to payment of all management fees to the end of the tenancy, subject to a minimum term of 6 months
Refurbishment /Improvement fee: for obtaining quotes for improvement works (per quotation) Payable at the time of instruction if quotes are required for refurbishment of the property	£250.00	£300.00
Site Visit When a Landlord requests a specific visit in order to access a maintenance requirement	£120.00	£144.00
Receiving checking and arranging the transfer of the tenancy deposit to the Landlord to protect and hold themselves.	£80.00	£96.00
Rent review fee if not part of renewal process includes issue of a section 13 notice to the tenant.	£300.00	£360.00

CLIENT MONEY PROTECTION : UKALA

INDEPENDENT REDRESS: UKALA /PRS