

HOPKINSONS  
ESTATE AGENTS

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

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



# FEES TO: LANDLORDS

www.hopkinsons.net

## LEVEL OF SERVICE OFFERED:

Tenant find: 50% of 1st rent (plus VAT)	Rent collection: 7% of rent (plus VAT)	Fully managed: 9% of rent (plus VAT)
<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake four inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>

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

### Setup Fee (Landlords Share):

**£300.00 (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)

### 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:

**£30.00 (inc VAT)**

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

...(continued)

#LOOKFORTHELOGO  
WWW.ARLA.CO.UK/FIND-AGENT



HOPKINSONS  
ESTATE AGENTS

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

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



#LOOKFORTHELOGO  
WWW.ARLA.CO.UK/FIND-AGENT

# FEES TO: LANDLORDS

[www.hopkinsons.net](http://www.hopkinsons.net)

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

### Submission of non-resident landlords receipts to HMRC **£30.00 (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 £250.00: **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 £250.00 **10% 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 **£60.00 (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) **£60.00 (inc VAT)**

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

### Checkout Fee (landlords share) **£included in set up fee (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 **£60.00 (inc VAT) per hour**

### Termination Fee for Fully Managed and Rent Collection **£420.00 (inc VAT)**

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

ARLA