

## **Level Of Service Offered:**

### **Let Only Service: 10%**

#### **Our Letting Service Covers The Following Areas:**

- Property inspection and letting advice
- Marketing and viewing
- Thorough tenant reference checks
- Preparation of inventory and lease
- Ensuring complete gas, electric and furnishings compliance
- Organising electrical safety inspection
- Organising gas safety inspection
- Collection and retention of security deposit
- Regular property inspections and maintenance supervision
- Specific Inland Revenue processing for overseas clients
- Pro-active role in sourcing new tenants

If the tenancy is 12 months and the rent is £1000.00 per month, the fee calculated shall be 10% of the annual rent, so the fee will be £1200.00. This commission will also be due on every tenancy renewal.

### **Fully Managed Service: 15%**

#### **Our Management Service Covers The Following Areas:**

- In addition to above
- Guarantee Rent
- Collection of rent
- Arranging repairs and maintenance
- Arranging payment of outgoings
- Online statements
- Managing the check-out process
- Key holding service
- Transfer of utilities
- Quarterly management inspection per year with a full report
- Management while the property is vacant in-between tenancies
- Comprehensive check-out procedure
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If the tenancy is 12 months and the rent is £1000.00 per month, the fee calculated shall be 15% of the annual rent, so the fee will be £1800.00. This commission will also be due on every tenancy renewal

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

**Tenancy Agreement Fee (Landlord's Share):** £95.00

- Draw up the Tenancy Agreement and issue the relevant paperwork.

**Deposit Registration Fee (Landlord's Share):** £95.00

- Register landlord and tenant details and protect the security deposit with the Tenancy Deposit Scheme.

**Inventory Fee** Inventory Company charge dependant on size and content of property.

- The cost of the Inventory and Check In will be passed directly to the landlord from the inventory company used, JBE London do not make any additional charges for this.
- The tenant will pay for the Check Out.

**Sale of the Property to the Tenant** 2% of the Sale Price

**Letting Service Renewal Commission Fee** 9% of the total rent

- Review rent in accordance with the market and advise the landlord
- Negotiate and agree the renewal
- Ongoing rent collection, credit control and accountancy.

If the renewal is agreed at £1000.00 per month for a further 12 months, the fee calculated shall be 9% of the total rent for the 12 months, so the fee will be £1080.00

**Fully Managed Renewal Commission Fee** 14% of the total rent

- Review rent in accordance with the market and advise the landlord
- Negotiate and agree the renewal
- Continuation of Fully Managed service

If the renewal is agreed at £1000.00 per month for a further 12 months, the fee calculated shall be 14% of the total rent for the 12 months, so the fee will be £1680.00

**Additional property visits** £100.00 per visit

- To attend as necessary for specific requests such as to monitor the tenancy or any maintenance-linked visit

**Submission of non-resident landlords receipts to HMRC** £100.00 Quarterly Charge

- 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 refurbishments over and above day to day management (if managed)**  
**10% of net cost (minimum fee of £100)**

- 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 (if managed)** £45.00 per quote

**Vacant Management**

£100.00 per month

- Visit the property once a fortnight and maintain utility bill accounts as instructed

**Court Attendance**

£350.00 per day

**Obtaining Consents**

£84.00

**Arranging and Obtaining the EPC**

£90.00

**LETTING SERVICE COSTS:**

Arranging Gas Safety Record and servicing of 2 gas appliances	£95.00
Arranging Portable Appliance Test (exc. contractors invoice)	£45.00
Arrangement fee for installation of Smoke and CO Alarms (exc. contractors invoice)	£45.00
Arrangement fee for blind/curtain cords to be made safe (exc. contractors invoice)	£45.00
Purchasing items on behalf of the Landlord	£50.00 per hour
Managing when instructed to let only	£100.00 per hour

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