

	LANDLORD FEES SCHEDULE www.w-w.co.uk	Tenant Find Only (Maximum of 100% + VAT of the monthly rent)	Rent Collection (8% + VAT of the monthly rent)
Comprehensive on-site meeting to discuss your requirements and give advice about the current rental market and provide market valuation		✓	✓
Provide guidance on compliance with statutory provisions, letting consents, safety regulations and HMRC requirements		✓	✓
Appraise property presentation and agree any improvement work		✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)		✓	✓
Market the property and advertise on relevant property portals		✓	✓
Carry out accompanied viewings		✓	✓
Negotiate and draft the terms of the Tenancy Agreement between Landlord and Tenant (ARLA Propertymark Agreement)		✓	✓
Carry out comprehensive reference checks via a professional referencing agency and ensure all compliance documents are served correctly and Right to Rent checks are carried out		✓	✓
Arrange for both tenant and Landlord to sign the tenancy agreement electronically		✓	✓
Collect the first month's rent and deposit		✓	✓
Registering the tenants deposit with the Tenancy Deposit Scheme and providing the tenant with a certificate		£48.00 inclusive of VAT	£48.00 inclusive of VAT
Instructing an Independent Inventory Provider to provide a comprehensive Inventory/Schedule of Condition of the property		✓	✓
Advise all relevant utility providers of the changes of occupants with meter readings		✓	✓
Collect and remit the rent monthly including the generation of monthly and annual statements of income and expenditure.			✓
Arrange necessary and routine repairs, instruct approved contractors and make payments from monthly rent			
Undertake routine visits to the property and provide the Landlord with a comprehensive report supplemented with photographs. (this will usually be twice a year)			
Pursue non-payment of rent and provide advice on rent arrears action			✓
Make arrangements with Landlord and Tenant for continuation of the tenancy after the initial fixed term		✓	✓
Serve the appropriate Housing Act or Non-Housing Act Notices to bring the tenancy to an end.		£120.00 inclusive of VAT	£120.00 inclusive of VAT
Instruct an Independent Inventory Provider to carry out a Check out of the property and negotiate between Tenant and Landlord as to any deductions		✓	✓
Notify the utility companies that the tenant has vacated providing the meter readings.		✓	✓
Re-let your property including reviewing the rent		✓	✓

	LANDLORD FEES SCHEDULE www.w-w.co.uk	Fully Managed (12% + VAT of the monthly rent)	Fully Managed Plus (15% + Vat of the monthly rent)
Comprehensive on-site meeting to discuss your requirements and give advice about the current rental market and provide market valuation	✓	✓	
Provide guidance on compliance with statutory provisions, letting consents, safety regulations and HMRC requirements	✓	✓	
Appraise property presentation and agree any improvement work	✓	✓	
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	
Market the property and advertise on relevant property portals including Rightmove and On The Market	✓	✓	
Carry out accompanied viewings	✓	✓	
Negotiate and draft the terms of the Tenancy Agreement between Landlord and Tenant (ARLA Propertymark Agreement)	✓	✓	
Carry out comprehensive reference checks via a professional referencing agency and ensure all compliance documents are served correctly and carry out Right To Rent checks	✓	✓	
Arrange for both tenant and Landlord to sign the tenancy agreement electronically	✓	✓	
Collect the first months' rent and deposit	✓	✓	
Register the tenants deposit with the Tenancy Deposit Scheme and providing the tenant with a certificate (TDS)	£48.00 inclusive of VAT	£48.00 inclusive of VAT	
Instructing an Independent Inventory Provider to document the condition of the property including taking photographs and meter readings.	✓	✓	
Advise all relevant utility providers of the changes of occupants with meter readings	✓	✓	
Collect and remit the rent monthly including the generation of monthly and annual statements of income and expenditure	✓	✓	
Arrange necessary and routine repairs, instruct approved contractors and make payments from monthly rent	✓	✓	
Undertake routine visits to the property and provide the Landlord with a comprehensive report supplemented with photographs. (this will usually be twice a year)	✓	✓	
Pursue non-payment of rent and provide advice on rent arrears action	✓	✓	
Make arrangements with Landlord and Tenant for continuation of the tenancy after the initial fixed term	✓	✓	
Serve the appropriate Housing Act or Non Housing Act Notices to bring the tenancy to an end.	✓	✓	
Instruct an Independent Inventory Provider to carry out a Check out of the property and negotiate between Tenant and Landlord as to any deductions	✓	✓	
Notify the utility companies that the tenant has vacated providing the meter readings.	✓	✓	
Provide a comprehensive rental guarantee and legal expenses policy		✓	

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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PRE-TENANCY FEES AND START OF TENANCY FEES	DURING TENANCY FEES
<p>Set-up Fees: Equivalent to a maximum of two and half week's rent + VAT. Arranging and facilitating statutory compliance to include Energy Performance Certificate, Gas Safety Certificate, Electrical Installation Condition Report, Portable Appliance Testing, testing of smoke alarms and carbon monoxide detectors. Referencing for up to two tenants (ID checks, Right-to-Rentcheck, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement. Preparation of Inventory/Schedule of Condition by an Independent third party provider and notifying utility companies of tenant moving into the property.</p>	<p>Additional Property Visits: £120.00 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property within 10 miles of the instructed office (otherwise mileage may be charged)</p>
<p>Deposit Registration Fees: £48.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a government authorized scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.</p>	<p>Rent Review Fees: £120.00 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.</p>
<p>Inventory/Schedule of Condition Fees: from £120.00 (inc. VAT) to £350.00 (inc. VAT) for unfurnished properties and from £120.00 (inc. VAT) for furnished properties</p>	<p>Tenancy Agreement Renewal Fee: £240.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.</p>
<p>Landlord Withdrawal Fees (before move-in): £540.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.</p>	<p>Referencing and Right-to-Rent Checks at Change of Tenant: £90.00 (inc. VAT)</p>
<p>Legionella Risk Assessment: £120.00 (inc. VAT) per tenancy</p>	<p>Right-to-Rent Follow-Up Check: £50.00 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to an Introduction only service.</p>
<p>Landlord Withdrawal Fees (during tenancy): £360.00 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to an Introduction only service.</p>	

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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END OF TENANCY FEES	OTHER FEES
<p>Check-out Fees: from £120.00 to £350.00 (inc VAT) per tenancy. Attending the property by an Independent Inventory Provider to carry out a check out of the property based on the original inventory/schedule of condition taken at the commencement of the tenancy and negotiating the repayment of the security deposit.</p>	<p>Arrangement Fees for refurbishments over £1k: 10% of the net cost (inc. VAT). Arranging access and assessing the costs with contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.</p>
<p>Court Attendance: £60.00 (inc VAT) per hour Attending court on your behalf in the event of a tenant failing to leave a property after a Notice for Possession has been served.</p>	<p>Vacant Property Management Fees: (Half the agreed management fee (plus VAT) To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.</p>
<p>TDS Arbitration: maximum of £250.00 (inc VAT) To cover the costs of providing documentary evidence and completion of paperwork should there be a dispute at the end of the tenancy that cannot be resolved.</p>	<p>Management Take-over Fees: £240.00 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.</p>
	<p>Deposit Transfer Fees: £48.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.</p>
	<p>Sale of Property to a Tenant: 1.2% (inc VAT) of the agreed sale price.</p>

