Jessop Estates Ltd

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.jessopestates.co.uk

LEVEL OF SERVICE OFFERED:

FULLY MANAGED: £275

INCLUDES:

• Prepare tenancy agreement, inventory and any other related paperwork and to register the tenancy details and deposit with the tenancy deposit scheme (TDS)

• Collect and remit the monthly rent received

• The agent will charge 12 % of the gross rental income per month. A monthly account will be sent to the landlord showing deductions made for commission together with any payments made for repairs or maintenance.

• Pursue non-payment of rent and provide advice on rent arrears actions

• Undertake four inspection visits per annum and notify landlord of the outcome

• Arrange routine repairs and instruct approved contractors.

• Hold keys throughout the tenancy term

OTHER FEES - FULLY MANAGED

• Should the landlord and tenant wish to sign for a further fixed term at the end of the initial assured shorthold rather than continue the tenancy as statutory periodic. A fee of £90 will be charged to produce a new tenancy agreement.

• A fee £50 will be charged for additional copies of Agreements to Mortgage insurance, management companies, landlords accountant or I.R.

• Further additional charges may be Levied if the landlord requires additional references or checks in addition to the ones detailed in the Tenants application form, or provide assistance outside the scope of the duties involved in the day to day management of the property. Such costs to be individually negotiated.

•If additional copies of Rental Statements or other documents are required these will be charged at a rate of £1.50 per page.

TENANT FIND ONLY: £275

INCLUDES:
• 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 at property in accordance with Town and Country Planning Act 1990
• Prepare tenancy agreement, inventory and any other related paperwork
• Collect and remit the initial monthly rent received
NOTE:
• An additional finders fee equaling one months rent is charged at the start of the tenancy

• The landlord is responsible for registering the tenancy details and register the tenancy deposit with a government approved scheme.

INCLUDED SERVICES (FULL MANAGEMENT):

- 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 at property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy

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INCLUDED SERVICES (FULL MANAGEMENT)

- 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
- 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.

Checkout

- Agree with tenant check out date and time appointment
- Invite landlord to be present with agent at checkout
- 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

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