



Colet Estates

Commercial & Residential
Sales, Lettings & Management

Tel: 020 7603 5959

info@coletestates.com

www.coletestates.com

Fees To: Landlords

Level of service offered:

Tenant Find

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

10% of rent including VAT

Rent Collection

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

12% of rent including VAT

Fully Managed

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

15% of rent including VAT

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

Setup Fee (Landlords Share)

£300 including 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)

Inventory Fee

Dependent on the number of bedrooms and / or size of the property and outbuildings

£ Please Refer to Inventory Schedule of fees

Deposit Registration Fee

£48 including VAT

- 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 start of tenancy

Additional property visits

£150 including VAT

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit for 1 hour maximum



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Fees To: Landlords (Continued)

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

Submission of non-resident Landlords receipts to HMRC £250 including 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 £150.00 for up to one hour maximum 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

Arrangement fee for refurbishments over £150/h (minimum) 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 £270 including VAT per quote

Rent Review Fee £270 including 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) Minimum £270 including VAT

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

Checkout Fee (Landlords share) £270 including 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 £180 including VAT per hour
plus any actual

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