

LEVEL OF SERVICE:

Tenant Find	Equivalent to 1.2 month's rent (inclusive of VAT) + set up/tenancy agreement fee of £180 (inclusive of VAT)	Agree the market rent; advise on refurbishment; provide guidance on compliance with statutory provisions and consents; quality photography and details; marketing of property through various channels to find a suitable tenant in accordance with landlord's guidelines; carry out accompanied viewings; erect board outside property; advise on non-residence tax status and HMRC (if applicable); Contract negotiation, amending, creating and getting a tenancy agreement signed and executed; carry out initial right to rent checks, test smoke alarms and CO monitors at the start of the tenancy, collect and remit initial month's rent; agree collection of any shortfall and payment method; provide tenant with method of payment; register the security deposit with a Government authorised scheme.
Tenant Find and Rent Collection	12% (inclusive of VAT) + set up fee of £600 (inclusive of VAT)	As per Tenant Find service plus: collect and remit the monthly rent received; deduct any pre-tenancy invoices; pursue non-payment of rent and advise on rent arrears actions. Return security deposit to interested parties as mutually authorised by the tenant and landlord.
Full Property Management	18% (inclusive of VAT) + set up fee of £600 (inclusive of VAT)	As per Tenant Find service and Rent Collection Service plus: Deduct commission and other works; advise all utility providers of changes; undertake regular inspection visits and notify landlord of the outcome; arrange routine repairs and instruct approved contractors, hold keys throughout the tenancy. Deposit negotiation and associated works at the end of the tenancy.
Management of Non-Belgarum Introduction	18% (inclusive of VAT)	Belgarum is happy to manage properties let by other agents subject to the receipt of various documents (Tenancy Agreement, EPC, inventory etc)

ADDITIONAL NON-OPTIONAL FEES AND CHARGES:

Energy Performance Certificate (EPC)	£150 (inclusive of VAT) per property	Arrange EPC on the property prior to marketing as per current legislation.
Checkout (Landlords share)	Price varies depending on the size of the property/grounds	We outsource the undertaking of a full checkout and schedule of condition at the end of each tenancy. Please request to see the pricelist for a quote. Prices vary from £78 - £132 (inclusive of VAT). Properties in excess of £2,000pcm are charged at 12% of the monthly rent (inclusive of VAT).
Empty Care visits	£60 (inclusive of VAT) per visit	Additional visits beyond those as part of a managed service or any visits for clients not using our managed service. We will visit the property at agreed intervals to ensure that there are no obvious defects or irregularities, run taps, flush toilets, put heating on low in the winter months and collect any post.
Additional property visits	£120 (inclusive of VAT) per visit	To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit.
Arrangement of works/refurbishments over £1,000	12% (inclusive of VAT) of net cost	Arranging access and assessing costs with contractors; ensuring work has been carried out in accordance with the specification of works; retaining any warranty or guarantee as a result of any works beyond necessary maintenance, between tenancies.
Arrangement of any insurance works associated to the property	18% of total invoice	Liaising with insurance company on behalf of landlord; arranging access and assessing costs with contractors/insurance company; ensuring work has been carried out in accordance with the specification of works; retaining any warranty or guarantee as a result of any works.
Accompany a contractor for any work to property	£90 (inclusive of VAT) per visit	Attend the property for British Gas (and/or any other contractor) to carry out gas safety and/or boiler/systems service (on the provision British Gas provide Belgarum with 20 minutes notice before arriving at the property).
Land Registry Title Documentation	£18 (inclusive of VAT)	To source Land Registry title documentation to demonstrate property ownership (if necessary) under Money Laundering Regulations 2017
Non-resident Landlord HMRC annual return	£120 (inclusive of VAT)	Belgarum will submit an annual return and send the Landlord a certificate showing the amount of tax paid to HMRC on the Landlord's behalf.
Key cutting	£15 (inclusive of VAT) + actual costs	To arrange additional key cutting for tenants and/or for management copies.
Purchase of items	£60 per hour (inclusive of VAT)	Where a landlord requires Belgarum to source common household items (furniture, portable appliances, a fee is charged for the time involved).
Consent to let Applications	£60 (inclusive of VAT)	Consent to letting the Property from the mortgagee and/or superior Landlord is required. Belgarum can apply for such consent on the Landlord's behalf.
Agent to Serve Section Notices	£120 (inclusive of VAT) per notice, except £240 (inclusive of VAT) for Section 8	To serve Section notices 8, 13, 21, 47 and 48 on behalf of Landlord. Notices to be drafted and served in accordance with prevailing legislation. We recommend that the serving of Section 8 notices is overseen by a qualified and certified solicitor, which Belgarum will arrange and commission.
Rent Recovery Plus (RRP) protection	POA	We can arrange RRP on your behalf; price various depending on length of protection and excess amount.
Court attendance	£240 per hour (inclusive of VAT) + travel	To prepare any required documentation and attend court on a landlord's behalf.
Replacement tenancy / addendum	£180 (inclusive of VAT)	Contract negotiation; amending and updating the terms; rent review in accordance with current prevailing market condition and advising Landlord; arranging a further tenancy agreement / addendum to the tenancy agreement, of the existing tenancy.
De-register & Re-register Deposit	£60 (inclusive of VAT)	To alter the protected deposit mid-tenancy, varying the amount or named stakeholders.
Deposit dispute	£360 (inclusive of VAT)	The Independent Case Examiner (ICE) may agree to resolve any disputes over the allocation of these deposits, by arrangement. If this is the case, the ICE will propose what they consider the most effective method of resolving the dispute; Landlord, tenant and agent must consent in writing to his proposal; The resolution process will not start until the parties' consent, the disputed amount and the fee have been submitted.
Change of Landlord ownership	15% (inclusive of VAT) of monthly rent	Where Belgarum cease to be Managing Agents, a charge for the remainder of the fixed term is payable in advance by the original Landlord.
Change of tenant (where one tenant but not all tenants change)	£600 (inclusive of VAT)	Re-negotiating terms of contract, referencing and Right to Rent checks. De-registering deposit, returning proportion to outgoing tenant, collecting deposit from new tenant and re-protecting. Re-issuing Prescribed Information and mandatory documentation. Setting up new tenancy and testing smoke alarms.
Replacing batteries in smoke alarms	£6 (inclusive of VAT)	If there are no batteries in the alarms when they are tested, we will supply and fit to ensure they are in working order
Termination of contract with Belgarum	75% of the remaining management fee	Two months written notice is required along with the percentage of the outstanding fee due for the duration of the 12 month tenancy
Aborted Tenancy	£1000 (inclusive of VAT)	If Belgarum agree the basic terms of a Tenancy with the Landlord and Belgarum are instructed to proceed with the formalities (prepare and agree documentation, apply for references etc) should the Landlord withdraw from the transaction, the Landlord will be liable.
Early Termination of Tenancy	1 month's rent (inclusive of VAT)	Where the Landlord agrees to a request by the tenant to end the tenancy prematurely and Belgarum are required to remarket the property and source a suitable replacement tenant earlier than should have been necessary. The Landlord is under no obligation to agree to such a request and, as such, in most circumstances this fee is redeemable from the Tenant.
Utility Account Transfer (non-managed properties)	£60 (inclusive of VAT)	Belgarum will notify, in writing, the existing service providers and the local authority of the Tenant's or Landlord's liability for payment of the services and council tax at either the start or end of the Tenancy.
Arrangement of works (non-managed properties)	£60 (inclusive of VAT) or 12% (inclusive of VAT) if major works over £1,000.	Arranging access and assessing costs with contractors; ensuring work has been carried out in accordance with the specification of works; retaining any warranty or guarantee as a result of any works beyond necessary maintenance.
Arrangement of pre-tenancy cleaning/GSR/Chimney Sweep or gardening (non-managed properties)	£24 (inclusive of VAT) per item	To organise a contractor to attend to these works prior to the commencement of a tenancy.

All overseas Landlords must complete NRL1 form prior to the tenancy start date
 Belgarum may earn commission on products or services.
 Belgarum are Estate and Lettings Agents and not qualified or chartered surveyors

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: ARLA

INDEPENDENT REDRESS PROVIDED BY: TPO

