

# LANDLORD FEES SCHEDULE



**BROADGATE**  
• LETTINGS •

Broadgate Lettings offers Landlords **three simple service packages**. However, if you require an alternative letting and management service, please call the office to discuss your requirements and we would be happy to tailor a package to suit your needs:

## 1. Let Only

**For landlords who want a tenancy set up for them, but will “take it from there”. After we have moved your tenants in, you will be their first point of contact. Best suited for landlords with a knowledge of current tenancy legislation, and who want to organise their own maintenance, inspections and check outs. Package includes:**

- Marketing material and floor plan
- Organise EPC if required
- Market property on portals and website
- Erect 'To Let' board outside property in line with local planning, if required
- Pre-qualify all enquiries and potential applicants
- Accompanied property viewings
- Negotiation of all terms of the tenancy agreement
- Comprehensive tenant referencing, including credit checks
- "Right to Rent" legislation compliance
- Issue Tenancy Agreement
- Organise full property inventory and schedule of condition, if required\*
- The deposit and one month's rent will be transferred to the landlord prior to the start of the tenancy. The landlord then registers the deposit with a government-backed deposit scheme and issues the required documents to tenants. Landlord collects rent directly thereafter from tenants.

### **Tenancy set-up fee £950.00**

\*Property inventory fee from £160.00

## 2. Let & Rent Collect

**Includes all aspects of the “Let Only” package but with added ongoing rent collection and remittance:**

- Collection of rent every month and remit to Landlord as per Broadgate Lettings' Terms of Business
- Active pursuit of non-payment of rent and offer advice to landlords
- Service of the correct legal notices to tenants as the tenancy end approaches
- Arrange tenancy extensions and renewals on request and negotiate new contract terms with tenants

### **Tenancy set-up fee £950.00**

**Monthly commission: 8% of rent collected**

**Tenancy renewal fee £120.00**

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## 3. Full Management

**Our most popular service. For landlords who require the full property management package where every aspect of the tenancy - from viewings to the final check-out - is handled by Broadgate Lettings. Ideal for landlords who want us to do the work and do not wish to be in direct contact with tenants. Includes all of the services above, but additionally:**

- Broadgate Lettings are the first point of contact for your tenants
- Carry out two property inspections per year and provide you with a written report on any issues arising, recommending future maintenance and upgrade work to keep your property in the best condition
- Create a fully detailed Inventory and Schedule of Condition of your property
- Organise all reactive maintenance as required with tried and tested contractors
- Check all work has been completed to a high standard
- Check in your tenants at the start of each new tenancy
- Conduct check out of tenants in accordance with Inventory and Schedule of Condition
- Negotiation of deposit allocation and release of deposit at the end of the tenancy
- Organise meter readings and the transfer of utilities and council tax for each change of tenant
- Update the Schedule of Condition & Inventory at each tenancy change

**Tenancy set-up fee £650.00**

**Monthly management fee: 10% of rent collected**

**Tenancy renewal fee £120.00**

**All fees are subject to VAT at the prevailing rate.**

Early termination of contracts will be subject to cancellation fees. Additional fees for representation in deposit disputes and for court attendance on a Client's behalf apply. Please see our full **Terms of Business** for more details.

See our services listed on the comparison table below. To discuss your letting and property management requirements please call us on 01295 404440, or email [matt@broadgatelettings.com](mailto:matt@broadgatelettings.com).

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# Letting and Property Management Services

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- Conduct valuation and agree rental value
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment requirements
- Marketing photography
- Create floor plans
- Development of marketing material
- Advertise on property portals and website
- Erect a "To Let" board outside property in accordance with Town & Country Planning Act 1990
- Source prospective tenants and carry out accompanied property viewings
- Full referencing of prospective tenants
- Provision of Tenancy Agreement
- Pre-tenancy check of property
  - Ensure all relevant safety checks have been undertaken as per client instruction
  - Risk assessment for Legionella
  - Smoke alarm and carbon monoxide check
  - Provide tenants with method of payment
  - Collect and remit initial months' rent
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Review the rent value in accordance with market conditions
- Negotiate contract with tenants, amending and updating terms where necessary
- Instruct tenants to make payment changes as appropriate
- Advise all relevant utility providers of changes in tenancies
  
- Inventory and Schedule of Condition
  - Carry out two routine property visits per year and notify landlord
  - Organise routine repairs and instruct approved contractors
  - Ensure any work has been carried out to a high standard
  - Retain warranties and guarantees on any maintenance or repairs
  - Deduct commission and other works from monthly rent collected
  - Hold keys throughout the tenancy term
  - Schedule check outs with tenants
  - Conduct check out in accordance with Inventory and Schedule of Condition
  - Negotiate with Landlord and tenant and disbursement of the deposit
  - Organise repairs/replacement of any broken or missing items at check out
  - Return deposit as agreed with landlord and tenant to relevant parties
  - Unprotect security deposit
  - Update of Schedule of Condition & Inventory at each tenancy change

