

**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.garyberryman.co.uk](http://www.garyberryman.co.uk)

## LEVEL OF SERVICE OFFERED:

Tenant find: £600.00 (Inc VAT)	Rent collection: 6% of rent (Inc VAT)	Fully managed: 12% of rent (Inc VAT)
<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>

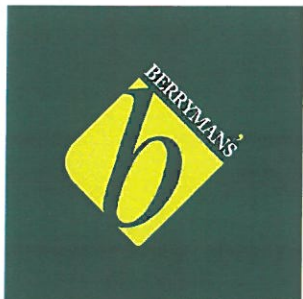
## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Setup Fee (Landlords Share): £120.00 (inc 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)

...(continued)



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

Deposit Registration Fee: £25.00 (inc VAT)  
••Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme  
••Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Arrangement Fee for works over £1000.00: 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 £500.00: 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: £50.00 (inc VAT) per quote

Renewal Fee (landlords share) £60.00 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

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



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