

FOUR SERVICES EXPLAINED

	INITIAL COST	ON-GOING COST	INC VAT
FULL MANAGEMENT *A comprehensive lettings and full property management service for complete peace of mind.			
Set Up Fee includes agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. This involves advertising the property with enhanced online marketing and professional photography package (subject to charge), erecting a board in accordance with the Town and Country Planning Act 1990 and then carrying out accompanied viewings as appropriate. It includes negotiation of the terms of the Tenancy, referencing the tenants for suitability for the Tenancy (subject to charge) and preparing the required legal administration paperwork for the Tenancy. The fee covers advising all utility providers of any tenancy changes. It also includes advising on refurbishment, providing guidance on compliance with statutory provisions and letting consents, providing notification of non-resident tax status and making an HMRC deduction, where applicable.	Set up 2x weeks (min £400.00 + VAT)		
Monthly Fee (percentage of the monthly rent). This is a monthly commission calculated as a percentage of the monthly rent, for being the point of contact for the tenants, providing the tenants with a 24-hour emergency maintenance service, collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. It includes 6-monthly property inspections, after which the landlord is advised of the outcome. The fee also covers the arranging of repairs up to the cost of £500, the holding of keys during the tenancy and the serving of any required notices. This service also ensures, with the Landlords co-operation, legal compliance and regular updates.		12%	14.4%
ESSENTIALS SERVICE (formerly let only) * Ideal for landlords with the time and expertise to manage their own legal compliance, rent collection and maintenance queries.			
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ESSENTIALS + RENT COLLECTION			
The Set Up Fee includes agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. This involves advertising the property with enhanced online marketing and professional photography package, erecting a board in accordance with the Town and Country Planning Act 1990 and then carrying out accompanied viewings as appropriate. It includes negotiation of the terms of, referencing the tenants for suitability (subject to charge) and preparing the required legal administration paperwork for the Tenancy. The fee covers advising all utility providers of any tenancy changes. It also includes providing notification of non-resident tax status and making an HMRC deduction as well as providing the tenant with an NRL8 (if applicable.) Harris & Rigby collects and remits the first month's rent received, deducting commission, and supplies a statement.	1x month (min £600 + VAT)		
Monthly Management Fee (percentage of the monthly rent). This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. This fee covers advising all utility providers of any tenancy changes. This service also ensures, with the Landlords co-operation, legal compliance and regular updates.		8%	9.6%
MARKETING ONLY PACKAGE * Designed primarily for professional or institutional landlords			
Package includes an initial rental valuation, general advice for up to 1 hour, digital and office marketing, taking enquiries and qualifying them for viewing, referring interested parties to the Landlord or their representative for further discussion and/or viewing.	£350.00		£420.00

THE FOLLOWING SERVICES ARE ADVISABLE AND DESCRIBED FOR ALL SERVICES:

	INITIAL COST	ON-GOING COST	INC VAT
PROFESSIONAL PHOTOS AND FLOOR-PLANS	£100.00		£120.00
INVENTORY AND STATEMENT OF CONDITION	As per scale of charges		
REFERENCING OF PROSPECTIVE TENANT AND RIGHT TO RENT CHECKS	£65.00 per applicant		£78.00 per applicant
SECURITY DEPOSIT REGISTRATION FEE	£45.00		£56.40
All tenants' deposits must be registered by law with a Government-authorized Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy, and recording proof of having done so. The scheme used by Harris & Rigby is the Deposit Protection Service.			

The following services are optional and as described for the Fully Managed Service unless otherwise stated. (NB general hourly rate charged at £60.00 + VAT p/hr, Director/MARLA hourly rate at £95.00 + VAT p/hr):

CHECK OUT	£130.00 for inspection and report, general hourly rate thereafter to dispute resolution		£156.00 + hourly rate thereafter
Electrical Installation Condition Report arrangement fee	£60.00 (inc copy to Tenant and proof of record served/kept)		£72.00
Annual Gas Safety Record	£60.00 per annum (inc copy to Tenant and proof of record served/kept)		£72.00
Water Bacteria Testing	£120.00		£144.00
Agent to arrange for a specialist to carry out a Water Bacteria Test at the property and keep a record on file of the inspection.			
PORTABLE APPLIANCE TEST (PAT)	Up to 10 appliances £75+VAT (£90) appliances. A charge of £3+VAT (£3.60) will apply to each additional appliance thereafter.		
Agent to appoint an NICEIC / NAPIT qualified engineer to carry out PAT testing on up to 10 appliances = £75+VAT £90 appliances. A charge of £3+VAT (£3.60) will apply to each additional appliance thereafter.			
RENEWAL OF CONTRACT FEE	Essentials Clients £295 Full Management Clients £175.00		£354.00 £210.00
This includes negotiation of the terms of, referencing the tenants for suitability (subject to extra charge listed above). Right to Rent Checks, Property Inspection, and preparing the required legal administration paperwork for the Tenancy. Arranging signatures where needed. *INCLUDING TESTING THE SMOKE AND CARBON MONOXIDE ALARM ON THE DAY OF TENANCY, RECORDING THE TEST, AND THE TENANTS CONFIRMING BY SIGNATURE*			
CHECK-IN ON START OF TENANCY DATE	£90.00		£108.00
Supply of all legal administration paperwork, operation manuals for appliances, keys, heating and hot water location/boiler operating instructions. Location of refuse areas, stop-tap, utility meter cupboard and consumer board. *INCLUDING TESTING THE SMOKE AND CARBON MONOXIDE ALARM ON THE DAY OF TENANCY, RECORDING THE TEST, AND THE TENANTS CONFIRMING BY SIGNATURE*			

OTHER SERVICES AND COSTS

RIGHT TO RENT CHECK, TENANCY AGREEMENT AND LEGAL ADMINISTRATION ONLY	£250.00		£360.00
Arranging non routine maintenance as required (management and instruction of contractor works)	10% + VAT of net invoice(s)/ cost of works		
REVIEW OF 3RD PARTY AGREEMENT BY ARLA QUALIFIED STAFF MEMBER	£95.00 p/hour + VAT		£114 p/hour
PROPERTY PREPARATION SERVICE	As per quotation		
DEPOSIT TRANSFER FROM ANOTHER AGENT OR LANDLORD REGISTRATION	£125.00		£150.00
LANDLORD REGULATION CHECKS BY ARLA QUALIFIED STAFF MEMBER	£95.00 p/hour + VAT		
SMOKE AND CARBON MONOXIDE ALARM INSTALLATION	As per quotation		
ADDITIONAL PROPERTY INSPECTIONS + REPORT	£60.00		£72.00
RENT AND LEGAL PROTECTION INSURANCE	As per quotation		
RENT REVIEW FEE We shall review the rent and where this results in a rent increase, the review fee applies.	£25.00		£30.00

INVENTORY AND STATEMENT OF CONDITION PRICES

TYPE OF PROPERTIES	CHARGE (+VAT)	CHARGE INC VAT	
Studio / 1 bed unfurnished	£90.00	£108.00	
2 bed unfurnished	£110.00	£132.00	
3 bed unfurnished	£120.00	£144.00	
4 bed unfurnished	£130.00	£156.00	
5 bed unfurnished	£140.00	£168.00	

*for furnished properties £30 is added per room to the prices listed above

*extra rooms within a property, eg second reception room, conservatory, en-suite bathroom, utility room are charged at £10 p/room

- subject to VAT at 20%

Client Money Protection is provided by Propertymark. Redress through The Property Redress Scheme.