

SCALE OF CHARGES TO LANDLORDS

FEE (incl VAT)

MANAGED SERVICE

£

Standard charges

(Charges which will arise to let your property through us)

Setting up fee*

375

Tenancy management fee ~

varies by PCM rent

10% of PCM rent (plus VAT) - see example below #

The setting up fee is payable for each letting where the tenant is introduced through the Agent. This includes when any individual or organisation enters into an agreement to rent the property as a result of our promotion, introduction, or viewing by the Agent.

VAT is payable at the prevailing rate on all our fees. It is included where a fixed amount is quoted but where a percentage is applied to a figure the percentage will be plus VAT.

Minimum fee- where the Landlord cancels the Agent's instructions to provide a managed service the Agent will charge and the landlord will pay a fee based on 10% (plus VAT) of the agreed rent for a period of 3 months from the commencement date of the tenancy for a new tenancy or for a period of 3 months from the cancellation date for an existing tenancy.

* includes but not limited to all work and documentation associated with marketing & advertising; provision of necessary landlord compliance checks and documentation; undertaking viewings; handling applications & referencing incl. right to rent checks; preparing inventory (including photographs); tenancy agreement; conducting sign-up & move-in appointments; registration and protection of deposit; and reporting to utility providers (gas/electric/water) and council after move-in.

~ includes all work associated with collection and remittance of rent; handling repairs & maintenance matters; dealing with tenant enquiries & issues; conducting and reporting on periodic property inspections [minimum of 3 in first year and every 6 months thereafter]; monitoring and arranging compliance checks; and conducting & reporting on final inspection (including photographs)

Example – for a tenancy with a PCM rent of £700 the monthly management fee payable is £84 being (10% of £700 = £70 plus VAT of £14).

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Additional charges

(Charges which may arise to let your property through us)

Associated with Agreements:

Tenancy renewal fee (incl. re-protection of deposit) 60

Periodic tenancy admin fee FOC

Addendum to existing tenancy agreement (at your request) 30

Associated with serving notice:

Service of section 21 notice 30

Service of section 8 notice 60

Service of section 13 notice 30

Court attendance (up to two hours incl. travel time) 150

Attendance at property to meet bailiffs (per hour or part thereof) 60

Associated with payments:

BACS 'same day' transfer to you 12

Payments made to us by bank transfer or debit card are FOC

Payments made to us in cash – transaction fee of 1.5% varies

We do not accept payments by cheque or credit card

Associated with property repairs/maintenance/refurbishment:

Routine maintenance jobs where landlord wishes additional quote 20

New instruction dilapidations quotes (up to 5 quotes) 100

Overseeing major repairs and refurbishment works (12% of net cost of works) varies

Support with managing communal areas where landlord owns

entire site (per month subject to max of 11 properties on site) 60

Miscellaneous:

Additional property visits (at your request in addition to our standard) 30

Deposit Dispute submission to TDS 60

Supplying additional keys (up to 2 keys then £5 per additional key) 20

Supplying loan heaters to a tenant 30

(in event of prolonged heating failure – either 1 x large or 2 x small)

Annual Statement of income and expenditure for tax purposes 25

Duplicate copies of documents by post (email is FOC) 20

Assisting with claim on landlord's insurance (per hour or part thereof subject to a minimum of £30) 30 min

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Additional charges

(Charges for additional services)

Energy performance certification/ Gas safety certification/
electric safety certification/legionella risk assessment/
smoke alarms/carbon monoxide alarms

FEE (incl VAT)

£

see Certification Guide

Rent protection and legal expenses cover
'Paul Carr Rent Recovery Plus'

150

Sale of property to tenant – Paul Carr Estate Agents fee
(Sale price @1% plus VAT= sale price @1.2%)

varies

VAT is payable at the prevailing rate on all our fees. It is included where a fixed amount is quoted but where a percentage is applied to a figure the percentage will be plus VAT. Transaction charges for payments made to us are all-inclusive.

PCM = per calendar month

FOC = free of charge