

TENANTS FIND & RENT COLLECTION 13.2% of rent (inc VAT)

- Provide guidance on compliance with statutory provisions & letting consents
- Market the property & advertise on relevant portals
- Where access is given, to take photos, produce a video tour and draw up a floorplan to aid marketing
- Accompany all viewings
- Source tenants & reference tenants
- Advise on non-resident tax status & HMRC (if relevant)
- Collect & remit the rent received
- Pursue non-payment of rent & provide advice on rent arrears actions

FULLY MANAGED 19.2% of rent (inc VAT)

- Everything in the Tenants Find & Rent Collection service
- If required, instruct third party contractors to undertake cleaning, inventory, EPC, EICR, GSC, Smoke & Carbon Monoxide checks (cost as charged by relevant contractor with no additional fee added by us)
- If instructed, settle any ground rent or service charge demands from the management float
- Advise all relevant utility providers of changes
- Undertake 1 inspection visit per annum & send landlord a report
- Arrange routine repairs & instruct approved contractors
- Hold keys throughout the tenancy term
- Deal with deposit dilapidation negotiations & refund
- Serve Section 21 Notice if instructed

ADDITIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)

Acting as your Power of Attorney £250 per annum (inc VAT)
• If you give us Power of Attorney for any matter including signing Tenancy Agreements, this will be done by a Director for a charge per person or company involved.

Additional Property Visits £120 (inc VAT)
• Attend the property for specific requests such as neighbour disputes.
• Carry out extra inspections of the property including provision of a written report with any recommendations.

Additional Works £120 per hour (inc VAT)
• Carry out services which are not included within our Fully Managed service, including matters relating to dispute resolution with tenants, protracted deposit disputes, insurance claims and loss adjusters, supervision of repair work and any other work not anticipated by our Terms of Business.

Change of Sharer £250 (inc VAT)
• Preparation of a new Tenancy Agreement and reference of a new tenant, where required, when there is a change in tenants.

Consolidated Payment Report £50 (inc VAT)
• Provide a detailed statement report showing all transactions for any period requested.

Court Attendance £400 per day (inc VAT)
• Attend court including travel and preparation, regardless of the expenses awarded by the court for our attendance.

Deposit Dispute Fee £360 per tenancy (inc VAT)
• The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute.

Deposit Registration Fee £60 (inc VAT)
• Register landlord and tenant details and protect the security deposit with a Government-authorized scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy.

Deposit Transfer Fees £100 per deposit (inc VAT)
• Where a landlord requests any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

HMRC Accounting for Non-Resident Landlords £75 per submission, per property (inc VAT)
• For non-resident landlords without approval.

HMRC Completion of Non Resident Landlord Application £120 (inc VAT)
• For completion of non-resident landlord application form to receive rent without deduction of tax (only for clients who sign up to our Tax Return Service).

HMRC Payments £30 per payment (inc VAT)
• For making payments to HMRC on your behalf, when requested.

Keys £30 (inc VAT)
• Arrange for keys to be cut.

Licence Agreement Fee for a Garage £75 (inc VAT)
• Prepare the Licence for a garage and arrange for signing by all parties.

Licence Agreement Fee for a Parking Space £50 (inc VAT)
• Prepare the Licence for a parking space and arrange for signing by all parties.

Licence to Sublet £80 (inc VAT)
• Submit an application form for Licence to Sublet with relevant required documentation and the Freeholders fee, whether or not successful.

Management Functions for Non-Managed service £120 per hour (inc VAT)
• Carry out services which are included within our management service where you have only taken our Tenants Find & Rent Collection service.

Meeting Contractors at the Property £120 per hour (inc VAT)
• Meet a contractor at the property, where specifically required. Charge includes waiting, travelling and attendance time.

Pre-Contract Enquiry Responses £300 per property (inc VAT)
• Completing forms sent by a solicitor in the course of a sale including all information about the property including service charge and ground rents.

Processing Agent £100 per annum (inc VAT)
• The cost associated for acting as a processing agent for banks when required. We only act as a processing agent for non-resident landlords who have instructed us to fully manage their property on a sole agency basis.

Property Licence (Selective/Additional HMO) £350 (inc VAT)
• Applying to a local Council for a selective or additional HMO licence.

Property Licence (Mandatory HMO) £500 (inc VAT)
• Applying to a local Council for a mandatory HMO licence.

Referencing Free
• Referencing of all tenants applying for the property, where agreed.

Renewal Documentation Fee £180 (inc VAT)
• Prepare the letter of extension document and arrange for signing by all parties.

Renewal Fees 13.2% of rent if rent collected (inc VAT)
19.2% of rent if managed (inc VAT)
• Review rent in accordance with current prevailing market conditions.
• Negotiate new rent between the parties.

Rent Protection Insurance
• Arranging a Landlords rental protection insurance policy (fee & premium).
For rent up to £3,000 per month – £408 to £629 (inc VAT).
For rent over £3,000 per month – please contact us for a quotation.

Right to Rent Check £30 per applicant, per check (inc VAT)
• Checking every applicant's original passport and visa before a tenancy commences to see they have the right to live in the UK. And where required to check again on the expiry of the tenants permission to stay in the UK, or 12 months from the last check, whichever is the later.

Service of Section 21 £75 per notice (inc VAT)
• Preparation and service of Section 21 Notice, for non-managed properties.

Tax Return Service from £150 (inc VAT)
• Submission of a personal tax return, corporation tax return, annual tax return on enveloped dwellings or non-residents capital gains tax return to HMRC.
• Full details of charges can be found on our website www.benhams.com/tax-return/fees

Tenancy Agreement £300 (inc VAT)
• Prepare the Tenancy Agreement and arrange for signing by all parties.

Transfer Admin Fee £30 (inc VAT)
• This is our administration charge for any payment method (including same day payments to UK bank accounts and international payments) other than a standard transfer to a UK bank account for credit in two working days. Any bank transfer costs will be charged in addition to this.

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

