

Fees to: Landlords

MAC The Property Co

From 1st April 2016

Letting, Renewal & Rent Receipt

10% +VAT of rent for the term including any renewal

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Erect board outside the property in accordance with Town and Country Planning Act 1990
- Prepare property details, Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Negotiate offers and carry out referencing
- Prepare & submit Tenancy Agreement
- Register the deposit with the DPS
- Provide tenant with a method of payment
- Remit rent as received
- Deduct commission and any pre-tenancy invoices
- Prepare regular statements
- Operate rent arrears process should rent have not been received
- Provide advice on rent arrears action
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Negotiate renewal, prepare and submit documentation (fee applies see below)

Letting, Renewal, Rent Receipt & Management

12% + VAT of rent for the term including any renewal

- In addition to the letting, Renewal & Rent Receipt service:
- Arrange Energy Performance Certificate £95.00
- Liaise with utility suppliers
- Hold keys throughout the tenancy. Key cutting per key £12.00
- Lock change (up to 3 locks) £150.00
- Retain a working fund and deal with day to day management
- Arrange routine repairs and instruct approved contractors (to a maximum of £500.00)
- Approve supplier invoices
- Arrange Gas Safety Record £95.00
- Electrical Installation Condition Report (Variable depending on Property-5 yearly in Scotland)
- Smoke Monitors £65.00
- Carbon Monoxide (CO) alarms £85.00
- Legionella Risk Assessment £144.00
- Legionella Risk Assessment Review £66.00
- Arrange pre-tenancy cleaning
- Investigate matters relating to the property
- Visit the property at least once per annum and notify landlord of outcome
- Provide a property Management emergency out of hours' service
- Agree the check-out date and time with tenant
- Prepare and check inventory with the tenant
- Negotiate with landlord & tenant any disbursement of the security deposit
- Return deposit as agreed with the landlord and tenant to relevant parties
- Remit any documentation to the DPS for final adjudication
- Vacant Property Management per month £42.00
- Sale of property Fee: 1% +VAT of the agreed sale price

*All fees include VAT currently at 20%



Rent and Legal Guarantee

- | | |
|----------------------------------------|---------|
| • 6 months' policies with zero excess | £99.64 |
| • 12 months' policies with zero excess | £147.34 |
-

Additional optional & non optional fees & charges

Tenancy Paperwork Fee (landlords share): £350 (+VAT) or half the first month's rent whichever is greater

- Tenant referencing and contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement – including full inventory.

Deposit registration fee	per annum	£30.00
--------------------------	-----------	--------

- Register landlord and tenant details and protect the security deposit with a Government authorised scheme
- Provide the tenants with the Deposit Certificate and prescribed information with 30 days of the start of their tenancy

Additional Property Visits		£60.00
----------------------------	--	--------

- To attend for specific requests such as neighbour dispute: more visits are required to monitor the tenancy: or any maintenance linked visit

Submission of non-resident landlord's receipts to HMRC	quarterly to Landlord	£120.00
--------------------------------------------------------	-----------------------	---------

- To remit and balance the financial return to HMRC quarterly -and respond to any specific query relating to the return from the landlord or HMRC
- Annual Tax statement

per copy	£30.00
----------	--------

Arrangement fee for works or refurbishment over £600.00	12% of Total cost
---------------------------------------------------------	-------------------

- Arranging access and obtaining estimates or quotes for approval
- Ensuring work has been carried out in accordance with the specification of works, retaining any warranty or guarantee as a result of any works.

Tenancy Renewal Paperwork Fee (Landlords share)	6 Months	£75.00
	12 months	£100.00

- Review rent in accordance with current prevailing market conditions and advise the landlord
- Contract negotiation, amending and updating terms and arranging the necessary documentation

Service of Notices

- | | |
|---------------------------|---------|
| • Serve Section 13 Notice | £42.00 |
| • Serve Section 21 Notice | £85.00 |
| • Serve section 8 Notice | £160.00 |

Insurance Claims/Legal dispute fees are	per hour	£42.00
Court Attendance fees are	per hour	£90.00
Let Only dispute fee		£120.00
Let Only inspection /Check out fee		£65.00
Let only – serving of Notices		£60.00

*All fees include VAT currently at 20%