

# CHARLES SAVILLE

Charles Saville Associates Limited - Property Rental Specialists - Established 1984

3 Civic Hall, 14/15 Rother Street, Stratford-upon-Avon CV37 6LU

Tel: 01789 293186 Fax: 01789 298979 [www.charlessaville.co.uk](http://www.charlessaville.co.uk)

## FEES TO: LANDLORDS

**MANAGED:** 12 % (Inc VAT)

Includes:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term

### ADDITIONAL CHARGES

Setup Fee £120 (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)

Inventory Fee dependent on the number of bedrooms and/or size of the property and outbuildings

Deposit Registration Fee: £ 42 (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

Additional property visits: £ 0

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

Submission of non-resident landlords receipts to HMRC £ 0

Arrangement Fee for works £ 0

- Arranging access and assessing costs with contractor
- Liaising with landlord and keeping them informed

Rent Review Fee

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 if tenancy is on a rolling monthly basis

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

[mydeposits.co.uk](http://mydeposits.co.uk)

CLIENT MONEY PROTECTION PROVIDED BY MYDEPOSITS.CO.UK

INDEPENDENT REDRESS PROVIDED BY THE PROPERTY OMBUDSMAN

