



## INFORMATION FOR LANDLORDS

### FULLY MANAGED FEES:

**Initial Letting Fee:** £240 (inc VAT) payable by the landlord at the beginning of each tenancy.

**Monthly Management Fee:** 12% (inc VAT).

Service Includes:

- Collect and remit the monthly rent received.
- Agree the market rent and find a tenant in accordance with the landlord terms of business.
- Advise on refurbishment.
- Provide guidance on compliance with statutory provisions and letting consents.
- Market the property and advertise on the relevant portals.
- Erect Board outside the property in accordance with Town and Country Planning Act 1990.
- Carry out accompanied viewings.
- Advise on non-resident tax status and HMRC (if relevant).
- Pursue non-payment of rent and provide advice on rent arrears.
- Advise all relevant utility providers of changes.
- Deduct commission and other agreed works.
- Undertake a twenty weekly inspection visit and notify the landlord of outcomes.
- Arrange routine repairs and instruct approved contractor (providing quotes for relevant works).
- Update the Landlord on current legislation changes in order to ensure the property is compliant.
- A full Inventory of the property before the start of the tenancy.
- Registering, holding and updating the Deposit under The Tenancy Deposit Scheme (TDS).
- Tenancy Renewal – On renewal of a Tenancy, a new Tenancy Agreement will be provided at a cost of £120 (inc VAT).
- Section 21 Notice – If a Section 21 Notice is required to be served our fee will be £102 (inc VAT) for preparation and service.
- Bond Dispute – In the event of a deposit dispute, a fee will be charged by Knights Lettings for preparation of Notification of dispute forms and progression of claim based on £60.00 per hour (inc VAT).

- Dis-instruction Fee – If Knights Lettings are dis-instructed and a tenant who has previously been introduced by Knights Lettings subsequently occupies the property then the full tenant find fee of £400 plus VAT (£480) or equivalent to one full month's rent inc VAT, whichever is the greater will be paid to Knights Lettings.

#### **LETTING ONLY SERVICE:**

**Finding a tenant, preparation of tenancy agreement:** Minimum Fee £480 (inc VAT) or 70% of the first month's rent, whichever is the greater plus VAT.

Service Includes:

- Agree the market rent and find a tenant in accordance with the landlord terms of business.
- Collect and remit the first initial month's rent received.
- Provide guidance on compliance with statutory provisions and letting consents.
- Market the property and advertise on the relevant portals.
- Erect Board outside the property in accordance with Town and Country Planning Act 1990.
- Carry out accompanied viewings.
- Provide the tenant with Landlord Information.
- Deduct any Pre-Tenancy Invoices that may be relevant.

#### **DEPOSIT HOLDING AND INVENTORY FEE:**

If you would like us to hold the deposit under our TDS (Tenancy Deposit Scheme) there will be a charge of £150 (inc VAT) along with a charge for a required Inventory, photographs, etc, of £150 (inc VAT). Total combined £300 (inc VAT).

This will include sending out the registration certificate to the tenant and updating the deposit alongside the Tenancy Agreement.

#### **ENERGY PERFORMANCE CERTIFICATES (EPC):**

**Cost of an EPC:** £85 plus VAT (£120 inc VAT).

An EPC is required as follows:

- Individual house/dwellings (i.e a self-contained property with its own kitchen/bathroom facilities) & one EPC for the dwelling.
- Self-contained flats (i.e each behind its own front door with its own kitchen/bathroom facilities) – one EPC per flat.
- Bedsits or room lets where there is a shared kitchen, toilet and/or bathroom (e.g. a property where each room has its own tenancy agreement) – no EPC is required.
- Shared flats/houses (e.g a letting of a whole flat or house to students/young professionals etc on a single tenancy agreement) – one EPC for the whole house.

- Mixed self-contained and non-self-contained accommodation – one EPC for each self-contained flat/unit but no EPC for the remainder of the property.
- A room in a hall of residence or hostel – no EPC is required.

There are fixed penalties for failing to provide an EPC/make one available when required. The fixed penalty for dwellings is £200 per dwelling.

#### **GAS SAFETY CERTIFICATE:**

**Cost of Certification:** £61.50 cost includes testing up to three appliances. Costs will increase if further appliance's need to be tested.

As a landlord, you are responsible for the safety of your tenants. Landlords' duties apply to a wide range of accommodation, occupied under a lease or license, which includes, but not exclusively:

- Residential premises provided for rent by local authorities, housing associations, private sector landlords, housing co-operatives, hostels.
- Rooms let in bed-sit accommodation, private households, bed and breakfast accommodation and hotels.
- Rented holiday accommodation such as chalets, cottages, flats, caravans and narrow boats on inland waterways.

The Gas Safety (Installation and Use) Regulations 1998 deal with landlords' duties to make sure gas appliances, fittings and flues provided for tenants are safe.