



Our services to Landlords and associated costs

sales | lettings
property finder service
bespoke property management
refurbishments
block management

'Changing the face of estate agency'

Property Divas Limited, 34a Rosslyn Hill, Hampstead, NW3 1NH
020 7431 8000 www.propertydivas.com info@propertydivas.com
Vat Number 882 6167 93 Company Number 05683366 (UK)

Accredited by **safeagent**

Client Money Protection (CMP) provided by **safeagent**

Independent redress provided by **The Property Ombudsman (TPO)**

Hand-picked by the **Guild of Property Professionals** as the independent agent of choice for NW3



Our letting service.

We have simplified our service to show you everything that is included along with **“Additional services available to Landlords”** that we are able to provide.

Fees apply for the duration a tenant rents your property including extended terms and management void periods (if any) between tenancies

Sole agency appointment to **market and rent** your property inclusive of the initial contract fee 9% plus VAT (10.8% inc VAT)

Sole agency appointment to **market and rent** your property plus our **rent collection service** 10% plus VAT (12% inc VAT)

Sole agency appointment to **market and rent**, **rent collection** and **full management service** 15% plus VAT (18.8% inc VAT)

What we will do for you: namely those services that are included

Marketing and rental of your property:

- Property Inspection
- Valuation letter
- Guidance and advice on compliance
- Guidance on works required

Property Particulars and drafting
Photos and floorplan

Accompanied viewings and ensuring property is secure
Key holding (this does not include key holding services for alarm companies)
If property is tenanted - negotiating access, permissions for access
Securing a quality tenant
Referencing and checks
Right to rent checks if you nominate us to carry these out on your behalf

Negotiation of offer with landlord and tenant
Compilation of tenancy agreement and issuing / adding in additional clauses at landlord request
Issue of contract
Organisation of inventory with an independent clerk
Cost of inventory report
£90 (studio) - **£360** (4 bedrooms) **inc VAT** (If larger than 4 bedrooms will be quoted for prior to instruction)
Receipt of commencement funds
Correct handling of deposit and registration (TDS registration is an additional charge for every registration @ £50 inc VAT per term)
Issuing keys
Key holding by request throughout tenancy (management compulsory)
(this excludes key holding services for alarm purposes)

Tenancy Extensions
(Our sliding scale fees for all further terms remain un-changed)
Contacting the tenant regarding extension or termination approximately 12 weeks before end of term.
Negotiation of further term
Drafting and issuing of paperwork
Getting such paperwork signed by all parties
Updating the Deposit Scheme registration if applicable.

End of tenancy
Assisting the tenant to organise cleaning. It is the tenant's obligation to return flat in the same clean state to which they found it
Organising inventory check out and liaising with all parties. *(This does not include determination of dilapidations between Landlord and Tenant nor the independent clerk's cost).*
Cost of inventory check-out
£90 (studio) - **£360** (4 bedrooms) **inc VAT** (If larger than 4 bedrooms will be quoted for prior to instruction)
Deposit - return of funds and deregister with TDS - guidance to landlord on time frames as handling of deposit is time sensitive
Return of all keys
Notifying utility providers of change of tenancy whenever possible

Rent collection service:

This is an add-on service and cannot be provided on its own

All of the above plus:

Collection of monthly/ quarterly rent as detailed within the tenancy agreement

Monthly rent statement and accounts

Full Management service:

All of the above plus:

Implementation of compliance in line with current legislation prior to the commencement of the let and throughout (contractors costs not included)

Acting in situ on your behalf to maintain your property during void periods and whilst occupied

Overseeing all maintenance issues with our hand-picked accredited and complaint contractors

Experienced management team (in-house) on hand to attend personally

Facilitating access for approved contractors

Key holding - compulsory

Scheduled compliance tests overseen and issuing certificates to tenant

Includes one property inspection during each tenancy term

Organisation of minor works (less than £420 inc VAT)

24 hr out-of hours emergency contact mobile numbers for tenants directly to on hand contractor

Liaising with block management and neighbouring flats, if the block issue directly involves the managed property.

We can be the recipient of annual service charge demands and liaise with you for settlement

Overseas account management – By prior agreement payment of on-going maintenance if landlord is overseas such as alarm maintenance, and other on-going payments.

Assistance with the organisation of compliance matters ie: FICO registration

Additional services available to Landlords:

-Overseeing of contractor's attending to carry out works ahead of / during a new let or upon tenancy extensions

Arranging:

-EPC (Energy performance certificate, valid for 10 years)

-Gas safety / fire and flue checks

-Carbon Monoxide detectors (should be tested/provided with each gas safety check)

-Legionella risk assessment (if relevant)

-Electrical Installation certificate

-PAT testing (Portable appliance testing (freestanding electrical appliance) - required annually)

-Hard wired smoke detectors / Battery operated smoke detectors / Heat sensors

-Inventory- Independent inventory clerk

-Property report/ inspection along with independent clerks charge;

Cost of clerk's charge **£90** (studio) - **£360** (4 bedrooms) **inc VAT** (If larger than 4 bedrooms will be quoted for prior to instruction)

All of the above @ the arrangement fee of £25 plus VAT (£30 inc VAT) plus the actual cost by the supplier. All arrangement fees waived for full management service.

Preparation of flat pre move-in / minor works (non- managed properties)
£50 plus VAT (£60 inc VAT) per administrative hour or part thereof plus 12% inc VAT of any works required should the cost of these exceed £420

Furnishing the property (non- managed properties)
Arrangement Fee of 10% of total cost @ a minimum fee of £120 plus VAT (£144 inc VAT)

Professional clean post works* garden/terrace/patio (if applicable)
Arrangement Fee of £50 plus VAT (£60 inc VAT) plus the actual cost by the supplier

Increased Administration fees for significant amendments to the Tenancy Agreement
£50 plus VAT per hour (£60 inc VAT) chargeable after 1st hour

Property inspections and reporting thereon (unless included in full managed properties)
£100 plus VAT (£120 inc VAT) each visit

Serving of Notices (by specific prior agreement only)
Costs start from £125 plus VAT (£150 inc VAT) per notice per property plus cost of postage

Project managing and or overseeing refurbishments forms part of our refurbishment service
12.5% plus VAT (15% inc VAT) of the project cost but at a minimum cost of £600 inc VAT

Documentation preparation in the event of a TDS dispute
£250 plus VAT (£300 inc VAT)

HMO Licences Application handling fee (this does not include us being licencees)
£600 plus VAT (£720 inc VAT)

Transfer of funds to HMRC on behalf of Non-Resident Landlords
£100 plus VAT (£120 inc VAT) per quarter

Additional copy statements (if paper version)
£12.50 plus VAT (£15 inc VAT) per statement

Chaps payments to overseas accounts
£25 plus VAT (£30 inc VAT) plus actual bank charges

Court or Tribunal appearance
£175 plus VAT (£210 inc VAT) per hour

Tax return summary – for rent collection service
£150 plus VAT (£180 inc VAT)

Overdue Fees and or Re-Imbursements: applicable to all Landlords
5% over the lending base rate of the Bank of England if payments are over 14 days late

Applicable to Fully Managed Property Services:

Vacant Management

5% plus vat (6% inc VAT) of the last prevailing rent

Works over £350 plus vat (£420 inc VAT)

10% plus VAT (12% inc VAT) subject to a minimum charge of £420 inc VAT

Float Balance for Managed properties

Usually between £500 and £1000 to be agreed upon instruction