

# LANDLORD FEES

[www.mansellmctaggart.co.uk](http://www.mansellmctaggart.co.uk)

## LEVELS OF SERVICE OFFERED:

**TENANT FIND:**50% of the monthly rent INC. VAT

**INCLUDES:**  
-Collect and remit initial months' rent  
-Agree collection of any shortfall and payment method  
-Provide tenant with method of payment  
-Deduct any pre tenancy invoices  
-Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**RENT COLLECTION:**8 % (INC. VAT)

**INCLUDES:**  
- Collect and remit the monthly rent  
-Pursue nonpayment of rent and provide advice on rent arrears  
-Deduct commission  
-Deduct any pre tenancy invoices  
-Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**FULLY MANAGED:**10% (INC. VAT)

**INCLUDES:**  
-Collect and remit the monthly rent  
-Pursue nonpayment of rent and provide advice on rent arrears  
-Deduct commission and other works  
-Advise all relevant utility providers of changes  
-Undertake periodic inspection visits and notify landlord of the outcome  
-Arrange routine repairs and instruct approved contractors  
-Hold keys throughout the tenancy term

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

**ADMIN FEE (Landlords Share): £200**

-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 applicable)



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

## PRE TENANCY:

Inventory fees

	Unfurnished	Furnished
Studio	£120	£140
One Bedroom	£140	£160
Two Bedroom	£160	£180
Three Bedroom	£180	£200
Four Bedroom	£200	£220
Five Bedroom	POA	POA

Referencing of tenants (financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) **£50** per tenant

Right to Rent checks **£10** per tenant (identity, immigration and visa confirmation)

Preparing of an Inventory and Schedule of Condition of the property (pricing as above)

Negotiating addenda to tenancy agreement **£60**

## DURING YOUR TENANCY:

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy **£120**  
(This also includes negotiating a periodic agreement)

Change of sharer **£200** (to include referencing and Right to Rent checks)

Processing and holding Tenant Deposit **£50** per annum

Renewal of tenancy agreements **£100** per annum

Serving of Notices **£60**

Court Attendances **£200** per day or part thereof

Additional property visits **£60**

Payments to Non UK bank accounts **£30** per transaction

Annual income & expenditure form **£100**

Quarterly Tax submission for Non UK residents without HMRC approval **£100** (per quarter)

Annual Tax declaration for Non UK residents with HMRC approval **£40**

Copy statements **£20** per sheet

## END OF TENANCY:

Check out Fee **£120**

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

This firm is a member of The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)

This firm is a member of Safe Agent client money protection scheme.

SOLD

