JULIE PHILPOT
RESIDENTIAL

Landlords Guide To Fees

Julie Philpot Ltd is a member of and covered by the Propertymark Client Money Protection Scheme. Julie Philpot Ltd is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk. Copies of the TPO Code of Practice and our complaint handling procedure are available in branch or via download at www.juliephilpot.co.uk.

SERVICE OPTIONS	COST
FULLY MANAGED SERVICE * Marketing and Full Tenancy Set up as detailed below * Collection and remit of monthly rent, inc monthly statements to Landlord * Co-ordination and arrangement of repair or maintenance via approved contractors, supervising works and settling accounts from rents received * Quarterly property inspections and reports * Provision of property inventory/schedule of condition * Full Check in/Check out service * Advice on current legal and regulatory compliance * Serving of notices (additional fees may apply) * Safekeeping of keys throughout the tenancy *Security deposit dilapidation negotiations as necessary **NOTE: Provision of a Rent Guarantee and Legal Expenses policy can be added as a premium extra option – see below (subject to Terms, Conditions & eligibility)**	**10% of the monthly rent plus VAT (12% including VAT) plus Tenancy Set Up Fee below**
RENT COLLECTION SERVICE * Marketing and Full Tenancy Set up as detailed below *Collection and remit of monthly rent, inc arrears collection if necessary * Monthly Statements to Landlord *Advice on current legal and regulatory compliance **NOTE: Provision of a Rent Guarantee and Legal Expenses policy can be added as a premium extra option – see below (subject to Terms, Conditions & eligibility)**	**7.5% of monthly rent plus VAT (9% including VAT) plus Tenancy Set Up Fee below**
LET ONLY SERVICE *Advertise, market and carry out accompanied viewings to secure a tenant in line with landlord guidelines * Full referencing of tenants and initial Right to Rent Checks * Set up tenancy; drafting and execution of tenancy agreement * Collection and registration of Deposit or transfer of Deposit to Landlord, subject to Landlord's compliance of deposit protection requirements * Notify utility providers of the transfer of service contracts to the Tenant	**75% of the monthly rent plus VAT (90% including VAT)**

TENANCY SET UP FEE – (Not applicable to Let Only Service)	
*Advertise, market and carry out accompanied viewings to secure a tenant in line with landlord guidelines * Full referencing of Tenants and initial Right to Rent Checks * Set up Tenancy; drafting and execution of tenancy agreement * Arrange Mandatory Safety Checks/Certificates * Collection and registration of Tenant's Security Deposit with TDS & issue protection certificates * Notify utility providers of the transfer of service contracts to the Tenant	**£275.00 plus VAT (£330.00 including VAT)**
RENT GUARANTEE AND LEGAL EXPENSES COVER	
Protection when tenants don't pay…Key benefits: Rent arrears are paid for up to 24 months or until vacant possession is obtained, whichever comes first, up to a maximum of £100,000; Continued rental payments at 75% of the monthly rent for up to three months following vacant possession; Legal expenses cover for breaches of the tenancy agreement; plus other benefits subject to policy terms.	**3.75% of the monthly rent plus vat (4.5% including VAT)**

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ADDITIONAL FEES AND CHARGES Note: no additional commission is added to any 3rd party costs by Julie Philpot	COST
Inventory/Schedule of Condition (included in the Fully Managed Service)	**£100.00 plus VAT** **(£120.00 including VAT)**
Tenancy Deposit Scheme & Service Fee (included in the Fully Managed and Rent Collection Service)	**£25.00 plus VAT** **(£30.00 including VAT)**
Energy Performance Certificate (EPC)	**£120.00 (including VAT)**
Gas Safety Certificate (GSR)	**From £62.50 plus VAT** **(£75.00 including VAT)**
Electrical Installation Condition Report (EICR) Standard sized 1- 5 bed properties 5 Bedroom+ properties	**From £170.00 to £235.00 plus VAT** **(£204.00 to £282.00 including VAT)** **£TBA/POA**
Portable Appliance Testing (PAT) Minimum cost (includes 10 items) Each Additional item over first 10 and up to 150 items	**From £75.00 plus VAT** **(£90.00 including VAT)** **£3.00 plus VAT per additional item** **(£3.60 including VAT)**
Legionella Risk Assessment	**TBA dependant on size of property**
Issuing Notice of Seeking Possession/ Legal Notices (included in the Fully Managed Service)	**£100.00 plus VAT** **(£120.00 including VAT)**
Check Out Fee (included in the Fully Managed Service)	**£75.00 plus VAT** **(£90.00 including VAT)**
Rent Review Fee Review rent, advise the landlord, negotiate with the tenant(s) and serve a Section 13 notice where applicable	**£100.00 plus VAT** **(£120 including VAT)**
Tax retention and completion of HMRC documentation (included in the Fully Managed Service)	**£25.00 plus VAT per quarter** **(£30.00 including VAT) per quarter**
Legal Proceedings Where our staff are required to attention court or arbitration hearings.	**£75.00 including VAT per hour**
Landlord Withdrawal Fee/Minimum Fee Payable if the landlord withdraws prior to the commencement of the tenancy and successful referencing has been completed or the landlord withdraws mid-tenancy to recover the costs and expenses incurred before any new tenancy or associated costs with returning all documents to the landlord or new Agent and advising utility providers as necessary.	**£275.00 plus VAT** **(£330.00 including VAT)**
Management Takeover Fee To cover the costs of taking over the management of an ongoing tenancy, ensuring all legal steps and compliance are adhered to.	**£250.00 + VAT** **(£300.00 including VAT)**

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