



Landlord Fees & Services

Welcome to **Mortimers Residential Lettings**, it is our aim to provide **you**, our Landlord client a flexible and comprehensive range of services to suit **your** needs. In this document we have detailed the core service packages we offer. If **you** have any questions or would like us to help with something we have not listed in this document, please don't hesitate to call us on **01296 398 555** and a member of our experienced team will be delighted to help.

Step 1: Select the *service that suits your needs.*

Tenant Find Package: £500 (inc VAT)

Popular with experienced landlords who like to look after their own portfolio of properties.

Includes:

- Rental appraisal.
- Advice on legislative compliance.
- High quality photos.
- Comprehensive property descriptions.
- Advertising online including www.mortimersaylesbury.co.uk & www.rightmove.co.uk and many more.
- Local press advertisements.
- Filtering applicant enquiries. (*ensuring applicants are suitable in line with landlord requirements*).
- Experienced team carry out accompanied viewings.
- Negotiating terms of tenancy on your behalf.
- Comprehensive tenant referencing.
- 'Right to Rent' checking your tenants.
- Drafting of tenancy documents including prescribed documentation.
- Checking documents on your behalf to ensure all is correct and compliant.
- Arrangement of pre tenancy works* (*inventory services, gas, electrical safety checks, legionella risk assessments, EPC*)

Rent Collection Service: 9.6% (inc VAT) of monthly rent**.

Popular with landlords who are able to deal with the day to day running of a tenancy but prefer for rental matters to be looked after by our experienced team.

Includes:

- Collection and remittance of monthly rent, **FAST** (*in most cases rent is paid on day of receipt*).
- Deduct monthly commission and any other agreed deductions.
- Detailed payment statements with each rent payment by email.
- Initial pursuit of late or unpaid rent and advice of further rent arrears actions.
- HMRC deductions for non-resident landlords where necessary.
- Disbursement of any held tenancy deposit, once agreement has been reached between yourself and your tenants.
- Tenancy rent review and renewal service at cost of £90 (inc VAT) per renewal.

Full Management Service: 12% (inc VAT) of monthly rent**

Our most popular service which takes the hassle out of the hands of the landlord and into the care of our experienced team.

Includes:

- Everything listed in **Rent Collection Service****, Plus...
- Advise utility providers of changes to property occupancy at each change of tenancy.
- Two property inspections and reports per year.
- Arrangement of maintenance and quotations*.
- Payment of 3rd party invoices from rental income.
- Hold Keys throughout tenancy term.
- Deal with day to day tenant and landlord queries.
- Access to expert Accountants*.
- Property investment guidance.
- Monthly Aylesbury Property Newsletter.

Flexi Package:

You may only wish to choose certain elements of our services, here you can choose any aspect of our tenancy administration services on a flexible one off basis.

- **Marketing Set Up** £175 (inc VAT) (*Market appraisal, legislative guidance, high quality photographs, online advertising, local press advertising.*)
- **Accompanied Viewings** £175 (inc VAT) (*includes Filtering applicant enquiries and calls, conducting accompanied viewings with suitable candidates, negotiating offers on your behalf*)
- **AST** £160 (inc VAT) (*negotiation of terms with landlord and tenant, creation of Assured Shorthold Tenancy agreement and prescribed information*)
- **Arrangement of Works*** £15 (inc VAT) (*inventory services, gas, electrical safety checks, legionella risk assessments, EPC*)
- **Deposit Protection** £60 (inc VAT) (*payable annually*)
- **Tenancy Renewals** £90 (inc VAT)
- **Service of Notice** £90 (inc VAT) (*for service of Section 21 notices*)
- **Property Visits** £48 (inc VAT)
- **Inventory** £195 (inc VAT)
- **Tenancy Check in** £POA (inc VAT)

(* Subject to 3rd party costs) (** Subject to Marketing Set Up fee of £175 (inc VAT))



Mortimers are an ARLA licenced agent.
Client Money Protection provided by ARLA.



Independent redress provided by TPOs





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In addition to the core service packages we offer there are further services that will be relevant to a tenancy which are detailed here. We continually strive to offer a flexible and competitive solution to **your** letting needs and are always happy to discuss **your** needs to ensure the service **you** choose works for **you**.

Step 2: Additional services for Rent Collection and Full Management services.

- Marketing Set Up** £175 (inc VAT)
 (Market appraisal, legislative guidance, high quality photographs, online advertising, local press advertising.)
 (applicable to Rent Collection service and Full Management service)
- Tenancy Deposit Registration Fee:** £60 (inc VAT)
 (Register Landlord and Tenant details and protect the security deposit with a government authorised scheme.
 Provide tenants with deposit certificate and prescribed information within 30 days of the start of the tenancy
 Payable annually.)
- Additional Property Visit** £48 (inc VAT)
- Tenancy Renewal** £90 (inc VAT)
 (Rent review, contract negotiation, updating terms and arrange further tenancy agreement)
- TDS dispute** £150 (inc VAT)
 (Prepare evidence and submit to TDS arbitration service with detailed deposit claim explanations)
- Service of Notice** £90 (inc VAT)
 (Section 13, Section 21, Section 48)
- Key Cutting** (plus cost of keys) £12 (inc VAT)
- Court Attendance** £60 (inc VAT)
 (per hour or any part of)
- Non Resident Landlord Statement to HMRC** FREE of Charge
- Statement Copies** FREE of Charge
- Penalty Fee** £300 (inc VAT)
 (Once an offer has been accepted verbally or in writing, if the Landlord subsequently decides not to proceed with the tenancy, we shall apply a charge to cover a refund of tenant costs and our expenses).

Step 3: Third Party Services and Safety Checks.

Mortimers have a pool of reliable and competitively priced contractors at our disposal to help you with a range of matters. Our supplier costs are detailed below. If there is something you need that is not listed here, please ask and we will be happy to help.

EPC (Energy Performance Certificate)	£90 (inc VAT)
Floorplan	£60 (inc VAT)
EPC & Floorplan Combined	£120 (inc VAT)
Gas Safety Inspection	£84 (inc VAT)
Legionella Risk Assessment	£84 (inc VAT)
Gas Safety & Legionella Combined	£126 (inc VAT)
Electrical Wiring Certificate	from £160 (inc VAT)
PAT (Portable Appliance Test)	from £65 (inc VAT)
Pre Tenancy Cleaning	£POA (inc VAT)
Inventory Make	£195 (inc VAT)
<i>(Detailed report with photos of condition of the property and its contents including a list of anything present at the property).</i>	
Tenancy Check In;	
<i>(Independent clerk checks tenants into the property, advising on condition of property at check in, meter readings and any other matters to note whilst tenants are taking possession of property).</i>	
One Bedroom	£120 (inc VAT)
Two Bedrooms	£138 (inc VAT)
Three Bedrooms	£162 (inc VAT)
Four Bedrooms	£192 (inc VAT)
Five Bedrooms	£POA (inc VAT)

(* Subject to 3rd party costs) (** Subject to Marketing Set Up fee of £175 (inc VAT))

