



MARK TUNSTALL  
PROPERTY

## FEES TO LANDLORDS

### Level of Service Offered

#### Lettings: 12% of rent (Inc VAT)

- Market your property on our website and others
- Accompany prospective tenants on viewings
- Negotiate and submit offers received and finalise terms
- Take up references
- Prepare and submit a tenancy agreement to you and the tenant
- Collect and hold a deposit as stakeholder in a client account
- Register deposit with the TDS where required
- Collect and remit rent
- Deduct any pre-tenancy invoices
- Make necessary HMRC deductions
- Liaise with utility suppliers when the tenant occupies the Property
- Prepare statements
- Operate a rent arrears process
- Contact you and the tenant regarding any renewal or termination
- Negotiate renewal, prepare and submit any documentation

#### Short Let (less than 6 months): 24% (inc VAT) of rent

#### Management: 6% of rent (Inc VAT)

- Administer ground rent and services charges
- Deal with day-to day management matters
- Retain a working fund
- Instruct independent inventory clerks
- Arrange routine repairs and instruct approved contractors
- Arrange annual Gas Safety reports, Electrical Safety Tests and Energy Performance Certificates
- Instruct professional cleaners
- Investigate matters relating to the property
- Property visits at least twice annually
- Advise you on any damages or compensation due from the tenant
- If compensation is due liaise with you and the tenant outlining details of the claim and making necessary, deposit deductions
- Liaise with utility suppliers

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**Void Management: variable**

This service is a minimum of £240 per month (Inc VAT), and we will quote for each property on an individual basis.

If we are instructed to oversee works we reserve the right to charge a fee of 12% (inc VAT) of the total cost of that work.

- Visit the property not less than once in every four week period to ensure that everything appears to be in good order
- Liaise with insurance companies if appropriate
- Liaise with utility suppliers
- Arrange cleaning if required
- Organise contractors
- Run all water outlets
- Reset the burglar alarm if required

**Additional Non-Optional Fees and Charges (Irrespective of Level of Service)**

- Tenancy Agreement Fee: £240 (inc VAT)
  - Drafting the tenancy agreement and contract negotiation
- Tenancy Deposit Scheme: £30 (inc VAT)
  - Registering the deposit with the TDS at the start of the tenancy and annually thereafter where required
  - Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy
- Inventory Make and Check-In: Variable
  - Prices are supplied by individual inventory companies and charges are dependent on the content and size of the property
- Accompanied Visits: £120 per hour (inc VAT)
  - If we accompany a contractor selected or instructed directly by you to the property
- Insurance Claims: £240 (inc VAT)
  - Assist you with an insurance claim in respect of the Property
- Deposit Disputes: £240 per hour of staff time (inc VAT), with a minimum of one hour
  - If we assist you with a claim to recover a deposit registered with The Dispute Service ("TDS")
- Abortive Tenancy Fee: £480 (inc VAT)
  - Administration fee due to us if offer terms have been agreed, a Tenancy Agreement has been drawn up and you inform us you no longer wish to proceed
- Renewal Fee: 12% (inc VAT) of the total rent
  - Advise on market conditions and provide rent review
  - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- Sale of the Property to a Tenant or Third Party: 2.4% (inc VAT) of the agreed sale price

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF AT MARK TUNSTALL PROPERTY