



# FEES TO: Landlords

Email: [CORNERSTONEESTATES.CO.UK](mailto:CORNERSTONEESTATES.CO.UK) Tel: 01305 759109

## LEVEL OF SERVICE OFFERED:

### TENANT FIND: 8% (inc VAT)

- Collect and remit initial month's Rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of Payment
- Perform move in and inventory at the property
- Protect Deposit as per TDSL Guidelines
- All relevant legal paperwork inc Tenancy

### FULLY MANAGED: 10% (inc VAT)

- Collect and remit initial month's rent received
- Pursue non-payment of rent and provide advice on rent arrear action
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake inspection every 3 months 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 FOR FULLY MANAGED SERVICE:

Set Up Fee: £200 (inc VAT)

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with the 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
- Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information.
- Complete move out inventory at end of tenancy
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs/replacement/costs of any broken or missing items

Inventory Fee (Landlords Share) Dependant on the size of the property, £84 minimum Charge (inc VAT)

To compile and complete booklet (with attached photos) of the condition of the property and fixtures and fittings

Rent Guarantee Renewal Fee (if choose to retain and renew) £70 (inc VAT) per tenant

- Renewing rent protection certificate for additional 6 months and retaining on file.

Renewal Fee: **NIL**

We **DO NOT** charge for renewals in the term of a tenancy as tenancies revert to periodic rolling.

Court Attendance **NIL**

If attended with Cornerstones Rent Guarantee Insurance policy in place.

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

INDEPENDENT REDRESS PROVIDED BY: TPOS



UK ALA REGISTERED MEMBER:

