

Landlord Fees

Our letting service is charged at 12% (10% plus VAT) of the gross annual rent for the duration of the tenancy and includes the following services:

- Appraising the rent, advertising and marketing of your property on the relevant portals and circulating details to Relocation Agents on a regular basis
- Provide guidance on compliance with regulations
- Accompanied viewings
- Agreeing terms on your behalf with a prospective tenant and obtaining a non-refundable deposit equivalent to two weeks rent
- Applying for references
- Preparing the Tenancy Agreement on your behalf subject to any agreed amendments
- Holding the Tenant's deposit in a nominated clients account and registering the deposit with our scheme provider The Dispute Service and providing the Tenant with a certificate confirming that the deposit has been protected
- Collecting the rent and remitting payment to your UK account. In the case of non-resident Landlords, an approval certificate will be required from F.I.C.O otherwise we are duty bound to deduct basic rate tax at 20% from all rents received and remit this to HMRC on your behalf
- Administer and negotiate all subsequent tenancy renewals on your behalf

Letting and Management Service

Our letting and management service is charged at 18% (15% plus VAT) of the annual rent for the duration of the tenancy and includes the following services in addition to those provided under the letting service:

- Arrange for any necessary repairs to be carried out during the tenancy and discharge payment to third party contractors on your behalf. We retain a working fund to deal with this
- Arranging an inventory checkout report and professional cleaning at the end of the tenancy
- Submit any unresolved disputes to The Dispute Service for adjudication
- Provide a statement of income and expenses at the end of each tax year upon request
- The inventory compilation together with the subsequent inventory check in and check out fees are the Landlord's responsibility
- Arrange gas safety records, electrical safety checks and smoke & carbon monoxide alarms where required
- Hold keys throughout the Tenancy

Additional fees:

For all newly agreed tenancies, we will prepare: the Assured Periodic Tenancy Agreement; the prescribed Statement of Tenancy Terms; all associated compliance documentation. **Fee: £395 + VAT (one-off charge payable at the commencement of tenancy)**

Annual Rent Review & Statutory Compliance Administration – this service will include:

- Reviewing local market conditions
- Advising on achievable rental increases
- Preparing and serving the required Section 13 Notice
- Ensuring compliance with the Renter's Rights Act

Fee: £275 + VAT per annum

- Tenancy deposit scheme: Registration of Tenant's deposit with our scheme provider £30 including VAT
- You will be required to provide an inventory and have the tenants checked in at the commencement of the tenancy then checked out at the end of the tenancy both of which is the Landlord's responsibility. The costs for these services will vary according to the provider, the size and contents of the property and are typically between £130 (inc VAT) and £200 (inc VAT) for the inventory compilation and between £160 (inc VAT) and £220 (inc VAT) for the check in and the same fee range for the inventory check out. York Estates do not make any additional charges for arranging this service
- If we are required to submit quarterly returns to HMRC under the non-resident landlords scheme: £120 (inc VAT) per quarter
- Sale of property to tenant: 2.4% (inc VAT) of the purchase price agreed
- Holding the Tenant's deposit in a nominated clients account and registering the deposit with our scheme provider The Dispute Service and providing the Tenant with a certificate confirming that the deposit has been protected
- Collecting the rent and remitting payment to your UK account. In the case of non-resident Landlords, an approval certificate will be required from F.I.C.O otherwise we are duty bound to deduct basic rate tax at 20% from all rents received and remit this to HMRC on your behalf
- Under our management service for any works we arrange on your behalf which exceed £200 an additional charge of 12% (inc VAT) will be levied on the total cost of the works
- Once a suitable property has been found for you and an offer has been accepted, a non-refundable deposit is required to be paid which is equivalent to one weeks rent.

Tenants Liabilities and Permitted Payments

As part of our service to Tenants, we will apply for references, carry out Right to Rent checks and draw up the Tenancy Agreement on your behalf which will be free of charge.

In the event of a change of occupier during the tenancy, this will entail us drawing up a new Tenancy Agreement which will be subject to a fixed charge of £50 (inc VAT), payable by the new co Tenant. You are responsible for having the property professionally cleaned at the end of the Tenancy. The costs will vary according to the size and condition of the flat and typically ranges between £240 (inc VAT) and £480 (inc VAT).

The vast majority of deposits on tenancies we effect are held by us as stakeholders and protected in accordance with the Tenancy Deposit Scheme via our scheme provider who is The Dispute Service.

For tenancies below £50,000 per annum tenants will be required to lodge 5 weeks deposit and for tenancies which exceed £50,000 per annum 6 weeks deposit will be required.

In the event that you are forced to surrender the Tenancy early due to unforeseen circumstances and your Landlord instructs us to re-market the property, you will remain responsible for the payment of rent and the terms of the Tenancy until such time that we can find an acceptable replacement Tenant. In addition to this you will be responsible for compensating the Landlord for the costs incurred in re-letting the property as a result of the early termination.

York Estates is a member of ARLA PropertyMark and is a member of their Client Money Protection Scheme. York Estates is also a member of the Property Ombudsman which is our redress scheme for consumers.