

# ULTIMATE

## REAL ESTATE

INVESTMENT | MANAGEMENT | DEVELOPMENT | LETTINGS

Activity	Cost
<b>HMO Full Let + Manage</b>	21%
<b>Letting</b>	
Letting (New Tenant)	Incl
Letting (Renewal)	Incl
*Landlord Contract (New Tenant only)	£147.00
Additional tenant referencing	£20.00
<i>*includes referencing, check-in and check-out</i>	
<b>Management</b>	
Arranging inventory and check-in process	Incl
Dedicated Property Manager	Incl
Deposit registration	Incl
Arranging quotes, repairs & maintenance	Incl
Arranging expert contractors eg. Boiler, Electric etc	Incl
Property inspections	Incl
Caretaking visits during voids	Incl
Key service	Incl + cost of keys
Payment of bills	Incl
Collection of rent	Incl
Rent arrears management (up until Legal representation)	Incl
Serving notices (Section 8, 21)	Incl
Owner statements and reporting	Incl
Arranging and managing the check-out process	Incl
Managing any deposit claims	Incl
Management of maintenance disputes (up until Legal representation)	Incl
Management of and Compliance with HMO regulations	Incl
Furnishing your property	10% of cost Furniture Cost + Labour
Process HMO License application and any renewal	Owner to pay Licence cost
Inventory check-in and check out	Included in contract fee
Floorplan with fire safety requirements	Owner to pay 3rd party cost
Gas Safety	£80.00
EPC	£70.00
Electric certificate	Owner to pay 3rd party cost
Emergency lighting certificate	Owner to pay 3rd party cost
Fire alarm certificate	Owner to pay 3rd party cost
Sprinkler system certificate	Owner to pay 3rd party cost
PAT test certificate	Owner to pay 3rd party cost
Garden maintenance (charge depends on size and type of garden)	Owner to pay 3rd party cost £75 - £200
Weekly cleaning of communal areas	Owner to pay 3rd party cost £45
Pre-tenancy clean (if required)	Owner to pay 3rd party cost
Major works, refurbishments or modifications	Typically 10% of cost

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Registered in England and Wales: 10983954

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HMRC Return for Non-resident Landlords	£100.00
Court appearance (charged per day or part thereof)	£250.00
Anti-Money Laundering and Identification Checking Fee	£50.00
<b>Abortive Lettings Administration Charge:</b> If a Landlord withdraws from an accepted letting offer through no fault of the applicant or agent:	£250.00
If a Landlord cancels the contract within the 14 days cancelation period but has already instructed to proceed with marketing, the Landlord will be liable for reasonable expenses incurred for advertising and preparation of property particulars etc.	£100.00
Fee for time spent in arranging quotes & organising repairs, prior to the letting of the Premises should a let not proceed, or during vacant periods. Based on a fixed fee	10% of cost
Changing light bulbs	Cost of light bulb – min £5.00
Administration charge for additional services carried out upon your written request	£20.00
Administration charge for additional/copy Annual Tax Statements	£20.00

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