



CLIENT MONEY PROTECTION PROVIDED BY: NALS



INDEPENDENT REDRESS PROVIDED BY: TPOS

OPTION 1: TENANT INTRODUCTION SERVICE
LONG TERM LET: 60% inc VAT (50% exc VAT)

What's included:

- ✓ Collect and remit the initial months' rent received
- ✓ Agree collection of any shortfall and payment method
- ✓ Provide tenant with payment method of payment
- ✓ Deduct any pre-tenancy invoices

OPTION 2: RENT COLLECTION SERVICE (includes all of the above plus the following services)
LONG TERM 12% inc VAT (10% exc VAT)
SHORT TERM/WINTER LET: 15.6% inc VAT (13% exc VAT)

What's included:

- ✓ Organisation of an Energy Performance Certificate (EPC), if instructed to do so *
- ✓ Arrange annual Gas and Electrical Safety Checks in accordance with current regulations, if instructed to do so *
- ✓ Provide Tenant Information Packs at the start of each tenancy
- ✓ Collect and remit the monthly rent received
- ✓ Provide tenant with payment method of payment
- ✓ Pursue non-payment of rent and provide advice on rent arrears actions
- ✓ Deduct commission and other invoices
- ✓ Regular statements to landlord
- ✓ Advise all relevant utility providers of tenancy changes
- ✓ Serving of appropriate possession notices, if required

OPTION 3: FULL MANAGEMENT SERVICE (includes all of the above plus the following services)
LONG TERM 15.6% inc VAT (13% exc VAT)
SHORT TERM/WINTER LET: 18% inc VAT (15% exc VAT)

What's included:

- ✓ Organisation of an Energy Performance Certificate (EPC), if instructed to do so *
- ✓ Arrange annual Gas and Electrical Safety Checks in accordance with current regulations, if instructed to do so *
- ✓ Provide Tenant Information Packs at the start of each tenancy
- ✓ Collect and remit the monthly rent received
- ✓ Provide tenant with payment method of payment
- ✓ Pursue non-payment of rent and provide advice on rent arrears actions
- ✓ Deduct commission and other invoices
- ✓ Regular statements to landlord
- ✓ Advise all relevant utility providers of tenancy changes
- ✓ Serving of appropriate possession notices, if required
- ✓ Routine mid-tenancy inspection visits to check on the condition of the property
- ✓ Organisation of maintenance work with approved suppliers or your preferred contractors

* the organisation of these services is included, additional charges apply for the actual cost of the inspection/certificate (please ask for a quote in advance)

IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES PLEASE ASK A MEMBER OF THE BOURNECOAST TEAM

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)
TENANCY SET-UP FEE (LANDLORD SHARE)

£90.00 (inc VAT) - Tenancy Set-Up Fee:

- Agree the market rent and find a tenant in accordance with the landlord guidelines.
- Advise on refurbishment where necessary/requested.
- Provide guidance on compliance with statutory provisions and letting consents.
- Carry out accompanied viewings (as appropriate).
- Market the property and advertise on relevant portals.
- Erect board outside the property in accordance with Town and Country Planning Act 1990 where requested
- Advise on non-resident tax status and HMRC (if relevant).

CHECK-IN INVENTORY FEE (LANDLORDS SHARE)

Dependent on the number of bedrooms and/or size of the property and outbuildings – Check-In Inventory Fee:

- Carry out a Check-In Inventory Inspection (please note that we outsource this out to an independent inventory company)
- Produce Check-In Inventory Report (please note that we outsource this out to an independent inventory company)

Property Type	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed
UNFURNISHED (inc VAT)	£65.00	£70.00	£80.00	£90.00	£100.00	£110.00	£120.00
FURNISHED (inc VAT)	£70.00	£80.00	£90.00	£100.00	£110.00	£120.00	£130.00

TENANCY DEPOSIT REGISTRATION

£20.00 (inc VAT) - Tenancy Deposit Registration Fee:

- Register Landlord and Tenant details and protect the security deposit with a Government authorised Scheme.
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy.

TENANCY RENEWAL FEE (LANDLORD SHARE)

£90.00 (inc VAT) – Tenancy Renewal Fee:

- Contract negotiation, amending and updating terms.
- Arranging a further tenancy and agreement.

CHECK-OUT INVENTORY FEE (LANDLORDS SHARE)

Dependent on the number of bedrooms and/or size of the property and outbuildings – Check-Out Inventory Fee:

- Carry out a Check-Out Inventory Inspection (please note that we outsource this out to an independent inventory company)
- Produce Check-Out Inventory Report (please note that we outsource this out to an independent inventory company)

Property Type	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed
UNFURNISHED (inc VAT)	£65.00	£70.00	£80.00	£90.00	£100.00	£110.00	£120.00
FURNISHED (inc VAT)	£70.00	£80.00	£90.00	£100.00	£110.00	£120.00	£130.00

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BEFORE YOU MOVE IN

SET UP FEE (Tenant's Share) - £370.00 (inc VAT) per property for up to 2 applicants:

This must be settled at the time of applying for a Tenancy and is non-refundable. Referencing up to two tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement. This also includes the Tenant's share of the Check-In Inventory Fee to carry out a Check-In Inventory and produce Check-In Inventory Report (please note that we outsource this out to an independent inventory company) and take meter readings for utilities and services.

ADDITIONAL TENANT FEE - £185.00 (inc VAT) per additional person applying for a Tenancy:

Processing the application, associated paperwork and referencing.

GUARANTOR FEE - £90.00 (inc VAT) per guarantor (if required):

Should the Applicant be deemed financially weak i.e.: Housing Benefit Claimant, a Student, someone not in permanent, full time employment or on a low income, a Financial Guarantor will be required. This financial guarantor must be in full time employment, earning a sufficient salary to cover rental payments should they be required to. A Guarantor must not have any County Court Judgments or Bankruptcy Orders against them and must be a UK home owner. Should a Guarantor be required, further referencing will be required (e.g. for further credit searches, employment references and legal documentation/contracts).

PRIORITY APPLICATION FEE - £65.00 (inc VAT) if necessary:

If you require your tenancy to commence within 3 working days of your set up fee being paid, Bournecoast can arrange this premium service to fast track the set-up fee and prioritise the processing, associated paperwork and referencing.

DURING THE TENANCY

TENANCY RENEWAL FEE (Tenant's Share) - £50.00 (inc VAT) extensions up to 4 weeks / £75.00 (inc VAT) for extensions over 4 weeks:

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

EARLY RELEASE FEE - £85.00 (inc VAT):

If you request early release from a fixed term contract in writing, and it is approved by the landlord, a Landlord Release Fee equivalent (to cover any additional landlord costs as a result of the early release - amount to be agreed on application of early release) plus the Bournecoast Early Release Fee (early release negotiation, arranging the early release and mutual release of tenancy agreement) will be payable before the early release is authorised.

LATE RENTAL PAYMENT FEES:

Should your rental become 7 days late you will be charged £35.00 (inc VAT) for the additional payment notifications, payment reminders and associated time for payment collection. Should your rental become 14 days late a charge of £35.00 (inc VAT) will be levied to your account to produce and serve a Notice for Non-payment of Rent and Possession. Further £35.00 (inc VAT) will be charged every 7 days until the rent is paid in full for the additional payment notifications, payment reminders and associated time for payment collection. If cheques are referred to payer a £45.00 (inc VAT) charge will be levied to your account to cancel the payment on our system, notification to tenant and landlord and associated time for new payment collection.

ENDING YOUR TENANCY

CHECK-OUT INVENTORY FEE (Tenant's Share) - £80.00 (inc VAT) for properties with up to two adult tenants / £50.00 (inc VAT) per adult, for properties with three or more adult sharers:

Carry out a Check-Out Inventory Inspection and produce Check-Out Inventory Report (please note that we outsource this out to an independent inventory company), take meter readings for utilities and services, negotiate and process the repayment of the deposit, process any deposit refund payment.

LATE KEY RETURN:

Failure to return all keys sets issued by midnight on the vacation date will result in a daily late key return penalty equivalent to one days rental per day being charged for every day the keys are late.

RENT OVERPAYMENT REFUND - £20.00 (inc VAT)

To process a refund of a rental overpayment after the tenancy has ended.

INTERNATIONAL BANK TRANSFER - £20.00 (inc VAT) if requested

To process any refund due of the tenancy deposit to an international bank account and associated Bournecoast bank charges.

FUTURE LANDLORD REFERENCE - £15.00 (inc VAT) per reference request

Collating information and preparing a reference for a future landlord or letting agent

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