



Bournecoast
LETTING AGENTS

**FEES TO LANDLORDS:
SHORT & LONG TERM
RESIDENTIAL LETTINGS**



CLIENT MONEY PROTECTION PROVIDED BY: SAFEAGENT



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



Bournecoast Property Agents – 01202 437888 – www.bournecoast.co.uk

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

£120.00 (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).

As many of you will be aware, the government introduced a Tenant Fee Ban in June 2019. This means that landlords and agents will no longer be allowed to charge tenants for services such as referencing, credit checking, Right to Rent Checks or any other administrative processes. However all these processes are either a legal requirement or strongly advised to protect the landlord so will still need to be carried out. Bournecoast now therefore need to charge all landlords an additional "Landlord Set Up Fee" on all tenancies agreed from 1st June 2019, on top of the standard Tenancy Set-Up Fees to cover these essential tenancy administrative processes, as detailed below:

- 24% of one months rent including vat (20% excluding vat) for 7+ month tenancies
- 12% of one months rent including vat (10% excluding vat) for 3-6 month tenancies

CHECK-IN INVENTORY FEE

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

£45.00 (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)

£120.00 (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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As well as paying the rent, you may also be required to make the following permitted payments.

BEFORE THE TENANCY STARTS (PAYABLE TO BOURNECOAST LTD - THE AGENT)

- Holding Deposit: maximum of 1 weeks rent
- Deposit: maximum of 5 weeks rent

DURING THE TENANCY (PAYABLE TO THE AGENT)

- Payment of up to £50.00 (inc VAT) if you want to change the tenancy agreement
- Payment of interest for the late payment of rent at a rate of 3% over the Bank of England's base rate
- Payment for the reasonably incurred costs for the loss of keys/security devices
- Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy

DURING THE TENANCY (PAYABLE TO THE PROVIDER) IF PERMITTED AND APPLICABLE

- Utilities (gas, electricity, water)
- Communications (telephone and broadband)
- Installation of cable/satellite
- Subscription to cable/satellite supplier
- Television licence
- Council Tax

OTHER PERMITTED PAYMENTS

- Any other permitted payments, not included above, under the relevant legislation including contractual damages.

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