

JW Homes

Estate & Letting Agents

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
PROVIDED BY: **TPOs**



FEES TO: LANDLORDS

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LEVEL OF SERVICE OFFERED:

Tenant Find: 100% of rent (inc VAT)

INCLUDES:

- Advise on refurbishment & legal requirements.
- Market the property and advertise
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Carry out accompanied viewings
- Referencing up to two all tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords.
- Provide tenant with method of payment & landlord details.
- Preparation of Legal Documents
- Advise & Organise Inventory (schedule of condition) & obtain Meter Readings.
- Collect first months Rent & Deposit received.
- Deduct commission and other works
- Advise Welsh Water & Local Authority of changes.

Fully Managed: 12% of rent (inc VAT)

ALSO INCLUDES:

- Registration of the bond with TDS
- Collect and remit the monthly rent received.
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes at the Start & End
- Undertake Quarterly inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Prepare & Serve Legal Notice.
- Emergency / Out of hours call outs.
- Carry out Final inspection & Check tenants out of property

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Setup Fee (Landlords Share): 80% (inc VAT) of the first months rent.
12% (inc VAT) of the rent for each month thereafter.

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- 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 property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Additional Application fee	£100.00 (inc VAT) (per applicant)
<ul style="list-style-type: none">• if more than two applicants require referencing	
• Energy Performance Certificate ("EPC")	£85.00 (inc VAT)
An EPC is required on the property and J.W. Homes will be unable to market the Property until we are in receipt of the EPC.	
Inventory Fee	£50.00 (inc VAT)
<ul style="list-style-type: none">• A Independent Inventory Clerk will be instructed to conduct and carry out an Inventory and Schedule of Condition on the property.	
Legionella Assessment	£50.00 (inc VAT)
<ul style="list-style-type: none">• A Independent Legionella Assessor will be instructed to conduct and carry out a risk assessment of Legionella on the property.	
Deposit Registration Fee:	Managed Landlords: Within the 80% Tenant Find: Landlords £100.00 (inc VAT)
<ul style="list-style-type: none">• 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	
Additional property visits:	£50.00 (inc VAT)
<ul style="list-style-type: none">• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords & Annual Tax receipts to HMRC	£50.00 (inc VAT) quarterly
<ul style="list-style-type: none">• To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC	
Serve Legal Notice	£200.00 (inc VAT) (No charge for Full Managed Landlords)
<ul style="list-style-type: none">• Preparation of Legal Documents (Sec 8, Sec 13, Sec21 etc)• Advise the landlord and negotiate with tenant• Serve Section Notice with Photographic evidence	
Renewal Fee	Tenant find £120.00 (inc VAT) Managed £60.00 (inc VAT)
<ul style="list-style-type: none">• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£250.00 (inc VAT) (No charge for Full Managed Landlords)
<ul style="list-style-type: none">• Agree with tenant check out date and time appointment• Instruct inventory provider to attend• Negotiate with landlord and tenant any disbursement of the security deposit• Return deposit as agreed with landlord and tenant to relevant parties• Remit any disputed amount to Scheme for final adjudication• Unprotect security deposit• Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items	

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Written Valuation: • Required for Mortgage or Matrimonial purposes	£90.00 (inc VAT)
Court Attendance	£200.00 (inc VAT) per day
Paper Invoices & Postage (emailed invoices are free of charge)	£5.00 (inc VAT) per copy
Extra copies of invoices once provided (time and administration):	£10.00 (inc VAT) per copy
Rent Paid by Cheque & Postage	£10.00 (inc VAT)
Returned Cheque Fee	£12.00 (inc VAT)
Cancellation & Re-payment of Rent • If the wrong Account details were provided • If rent is required into a different Account	£25.00 (inc VAT)
Re-print of Documents once provided • Tenancy Agreement • Inventory • Landlord Contract etc	£50.00 (inc VAT) per copy
Key(s) Cut • Obtaining necessary permissions, sourcing providers and travel costs	£25.00 (inc VAT) per key
Property Withdrawal from agreed Contract:	£250.00 (inc VAT)
Ending a Full Managed Agreement • Where a Landlord wishes to end / transfer Management	3 Months Management Fees
Landlord Reference for a Tenant	£25.00 (inc VAT)

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

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