



FEES TO: LANDLORDS

www.westcoastproperties.co.uk

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

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



Setup Fee: - £102 Incl. VAT

(Drawing up the legal documentation including the tenancy agreement)

Inventory Fee: - £135 Incl. VAT

(£200 Incl. VAT for furnished properties)

Fully Managed

15% Incl. VAT

The marketing and ongoing management of the home once tenant/s sourced.
(Plus setup/ inventory fee*)

Let Only

12% Incl. VAT of the 1st six months rent

One off marketing of the home
(Plus setup/ inventory fee*)

Extensive marketing and advertising of your property	✓	✓
Preparing marketing details of the property	✓	✓
Accompanied viewings	✓	✓
Regular feedback to landlords	✓	✓
Tenant selection and stringent vetting procedure including full references taken	✓	✓
All meters read and utility companies informed at the beginning of tenancy (where accessible)	✓	✓
Collecting first month's rent and deposit in clear funds from tenant	✓	✓
Assisting tenants with standing order forms for rental payments	✓	✓
Deposit held in an audited client account and registered with the Tenancy Deposit Scheme	£30 incl. VAT	£30 incl. VAT
Comprehensive handover to the tenants at commencement of the tenancy	✓	✓
Six months rent guarantee and legal expenses cover (£149 Incl. VAT for additional 6 months continuation cover)	✓	£149 incl. VAT
Sending copies of relevant documentation to landlords after tenancy has commenced (incl. tenancy agreement and inventory)		✓
Forward rental payments promptly to landlords	✓	



#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT



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

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



	<u>Fully Managed</u>	<u>Let Only</u>
Preparation and submission of monthly statements to landlords	✓	
Chase and pursue late payments (if necessary)	✓	
Regular visits to the property and full written condition reports sent to the landlords	✓	
Assist with minor insurance claims	✓	
Arrange routine and emergency repairs and maintenance	✓	
Arrange annual safety tests (where applicable)	✓	
Arrange renewals of tenancy agreements (where applicable)	✓	
Arrange renewal of rent guarantee and legal expenses (where applicable)	✓	
Complete final inspection and handover of property at the end of tenancy (where accessible)	✓	£200 incl. VAT
Deal with any dilapidations and making relevant deductions from tenancy deposit	✓	
Releasing deposit monies accordingly	✓	
All meter readings and utilities companies informed at the end of tenancy (as accessible)	✓	
Preparation and serving of appropriate notices (if applicable)	✓	
Arranging annual income and expenditure statement (where necessary)	✓	



#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT



Additional Fees (if required)

Energy performance certificate (EPC)	£120 incl. VAT
Gas safety assessment	£102 incl. VAT
Legionella assessment	£120 incl. VAT
Tenancy Renewal	£90 incl. VAT
Key cutting	£6 incl. VAT (per batch)
Administration fee for issuing Notice of Seeking Possession (section 8)	£90 incl. VAT
Providing copies of landlord statements/ documentation (up to 14 statements)	£60 incl. VAT
Court appearance (daily charge)	£360 incl. VAT
Minimum fee (in case of early termination)	£300 incl. VAT
Call out fee per hour or any part thereafter (does not apply to contractors)	£36 incl. VAT (per hour)
Obtaining estimates and supervision of major works carried out over £200	12% incl. VAT of total bill
Inventory update charge (per tenancy)	£100 incl. VAT
Professional cleaning of the property and carpet cleaning	POA
Garden maintenance	POA

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

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT