

Residential Lettings &
Property Management

Lettings Services, Landlord Fees & Charges



Simpsons

The Pro**active** Agent

Our Lettings Services

Services In Brief	FULL MANAGEMENT	RENT COLLECTION	TENANT INTRODUCTION
Initial Visit and Market Appraisal from an Experienced Simpsons Lettings Manager	•	•	•
Complimentary Professional Photographs and Floorplan	•	•	•
Erect board in Accordance with Town & Country Planning Act 1990 (where possible)	•	•	•
Multi-Listing on Internet Portals	•	•	•
Property Match with Registered Applicants, Relocation Agents and Local Businesses	•	•	•
All Viewings Accompanied by a Member of Staff	•	•	•
Regular Client Feedback	•	•	•
Tenancy Offers and Negotiations of Terms	•	•	•
Comprehensive Referencing on each Tenant *	•	•	•
Preparation of a Tenancy Agreement	•	•	•
Provide Tenants with Method of Payment	•	•	•
Compliance with Right to Rent Checks *	•	•	•
Compliance with Serving Pre-Tenancy Supporting Documentation to the Tenant	•	•	•
Pre-Tenancy Checks Organised *	•	•	•
Deposit Collected, Registered & Protected with the TDS, with PI Served to the Tenants	•	•	•
First Month's Rent Collection and Balance Paid into your Account	•	•	•
Arrangement of a Comprehensive Inventory and Schedule of Condition	•	Optional	Optional
Professional Check-In with the Tenants at the Property, to include a Report	•	Optional	Optional
Monthly Rental Collection and Statements	•	•	
Preparation and Serving of Possession Notices	•	Optional	Optional
Pursue Non-payment of Rent and Provide Advice on Rent Arrears Actions	•	•	
Reading of Meters and Transfer of Utilities at all Changes of Occupant	•		
Pre-Tenancy Inspection/visual Checks and Welcome Pack Provided for the Tenant	•		
Property Maintenance and Repairs	•		
24-Hour Tenants Emergency Phone Line	•		
Regular Property Visits with Written Reports	•		
Renewal Tenancy Negotiations and Rent Review	•		
Continued Expert Advice and Support	•		
Professional End of Tenancy Checkout Inspection, to include a Report	•	Optional	Optional
Negotiation of Deposit Return and Dilapidations	•		
Deposit Reconciliation	•	•	•

* Subject to Conditions / Additional Fees Apply



Client Money Protection
www.propertymark.co.uk



Independent Redress
www.tpos.co.uk

Landlord Fees & Charges

Description	FULL MANAGEMENT	RENT COLLECTION	TENANT INTRODUCTION
INITIAL 'NON-OPTIONAL' CHARGES DUE UPON THE COMMENCEMENT OF EVERY NEW TENANCY			
Management Service Level Fee	14.4% of monthly rent	12% of monthly rent	N/A
Initial Set-up Fee – to include the Tenancy Agreement & Tenant Referencing* (per new tenancy)	£450	£450	7.5% of term rent Minimum £850
Inventory Pack Fee - to include organising an Inventory; a Check-In inspection and the Check-Out inspection (per new tenancy)	£300	N/A	N/A
Deposit Fee – Register & Protect with a Tenancy Deposit Scheme plus serving of the Prescribed Information (per term)	£30	£60	£60
Organising a New Inventory Fee (if required)	Included	£180	£180
Updating an Inventory Fee (if required)	Included	£100	£100
Organising a Check-in Inspection Fee (if required)	Included	£75	£75
Organising a Checkout Inspection Fee (if required)	Included	£120	£120
RENEWAL / EXTENSION CHARGES			
Rent Review & Renewal Fee – to include a new tenancy agreement for a fixed term period (per term)	£150	£200	£200
Tenancy Extension Preparation Fee - for a periodic term	£75	£100	£100
GENERAL 'OPTIONAL' CHARGES			
Right to Rent Check Follow-Up Fee, if applicable	Included	£60	£60
Deposit Administration Fee to Process a Claim / Dispute with the Tenancy Deposit Scheme	Included	£180	£180
Pre-Tenancy Inspection Fee (if required)	Included	£60	£60
Additional Referencing Fee where more than 2 Applicants per tenancy apply or for a Guarantor	Included	£30 each	£30 each
Preparation & Service of Notice Fee	Included	£90 per notice	£90 per notice
Arranging a Landlord Gas Safety Certificate (LGSC) Fee		From £120	
Arranging an Electrical Installation Condition Report (EICR) Fee		From £120	
Arranging an Energy Performance Certificate (EPC) Fee		£114	
Arranging a Portable Appliance Testing (PAT) Fee		From £120	
Arranging a Legionella Risk Assessment Fee		From £120	
Arranging a Professional 3D Virtual 360° Tour		£150	
Supply Estimate for Major Refurbishment Work Required Fee		£90	
Major Refurbishment & Repairs over £300 Arrangement Fee		12% of net cost	
Additional Property Visit Fee		£60 per visit	
Attendance Fee		£60 per hour	
Empty Property Service Fee to Include a Property Visit & Report		£180 per visit	
Amendments to the Tenancy Agreement Fee		£90	
Land Registry Search Fee		£10	
Aborted Check-In / Out Fee		From £48	
Withdrawal from a Tenancy Fee (pre commencement date)		£300	
Annual Income & Expenditure Schedule Fee		£60 per report	
Non-Exempt Overseas Landlord Tax Administration Fee		£150 per annum	
All fees include VAT at 20% unless otherwise stated			

Abingdon Office - 24 Stert Street, Abingdon, Oxfordshire, OX14 3JP

Wantage Office - Post Office Vaults, 50 Market Place, Wantage, Oxfordshire, OX12 8AT

lettings@simpsonsproperty.com

www.simpsonsproperty.com

01235 520079

01235 765555