

Residential Lettings &
Property Management

Lettings Services, Landlord Fees & Charges

arla | propertymark
PROTECTED


We take care

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, including simpsonsproperty.com	•	•	•
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 Sanctions Checks *	•	•	•
Compliance with Serving Pre-Tenancy Supporting Documentation to the Tenant	•	•	•
Pre-Tenancy Checks Organised *	•	•	•
Deposit Collected, Registered and 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 Tenancy Changeovers	•		
Pre-Tenancy Inspection/visual Checks and Welcome Pack Provided for the Tenant	•		
Property Maintenance and Repairs	•		
24-Hour Tenants Emergency Phone Line	•		
Continued Expert Advice and Support from Simpsons	•		
Regular Property Visits with Written Reports	•		
Rent Review, Market Assessment and Serving a Section 13 Notice	•	Optional	Optional
Pet Permission Negotiations	•	Optional	Optional
Professional End of Tenancy Checkout Inspection, to include a Report	•	Optional	Optional
Negotiation of Deposit Return and Dilapidations	•		
Deposit Reconciliation	•	Optional	Optional

* 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
Set-up Fee <small>Includes the Tenancy Agreement, Tenant Referencing & Reports*, Tenant Right to Rent/ID/Sanction checks</small>	£525 per new tenancy	£525 per new tenancy	90% monthly rent Minimum £850
Inventory Pack Fee <small>Includes organising an Inventory; a Check-In inspection & the Check-Out inspection</small>	£350 per new tenancy	N/A	N/A
Deposit Fee <small>Includes Registering & Protecting with the TDS & Serving of the Deposit Certificate & Prescribed Information</small>	£50 per new tenancy	£50 per new tenancy	£75 per new tenancy
Organising a New Inventory Fee (if required)	Included	£200	£200
Updating an Inventory Fee (if required)	Included	£125	£125
Organising a Check-in Inspection Fee (if required)	Included	£100	£100
Organising a Checkout Inspection Fee (if required)	Included	£150	£150
Rent / Tenancy Review & Market Assessment			
Rent Review, Providing Market Comparables, Negotiating Tenant Communications/Challenges and Serving the Section 13 Notice	£150	£150	£200
General 'Optional' Charges, if required			
Right to Rent Check Follow-Up Fee	Included	£60	£60
Deposit Administration Fee to Process a Claim / Dispute with the Tenancy Deposit Scheme	Included	£180	£180
Additional Referencing Fee where more than 2 Applicants per tenancy apply or for a Guarantor	Included	£30 each	£30 each
Possession Strategy Advice, Preparation and Service of Notice Fee	Included	£150 per notice	£150 per notice
Arranging a Landlord Gas Safety Certificate (LGSC) Fee	£120	£150	£150
Arranging an Electrical Installation Condition Report (EICR) Fee	£210	£250	£250
Arranging an Energy Performance Certificate (EPC) Fee	£114	£150	£150
Tenant Mediation Service Fee	Included	£60 per hour	£60 per hour
Pet Permission Negotiations and Addendum	Included	£150	£150
Tenant Variation and Change of Sharer Service Fee	£250 per occupant	£350 per occupant	£350 per occupant
Guarantor Fee, to cover Credit Referencing and Preparing the Deed of Guarantee		£60 per guarantor	
Arranging a Portable Appliance Testing (PAT) Fee		From £120	
Arranging a Legionella Risk Assessment Fee		From £150	
Supply Estimate for Major Refurbishment Work Required Fee		£90	
Major Refurbishment and Repairs over £300 Arrangement Fee		12% of net costs	
Additional Property Visit Fee		£60 per visit	
Attendance Fee		£60 per visit	
Empty Property Service Fee to Include a Property Visit and Report		£150 per visit	
Amendments to the Tenancy Agreement Fee		£90	
Land Registry Search Fee		£20	
Aborted Check-In / Out Fee		£75	
Withdrawal from a Tenancy Fee (pre commencement date)		£300	
Annual Income and 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 - Head Office, 24 Stert Street, Abingdon, Oxfordshire, OX14 3JP

Wantage Office - 1-2 Market Place, Wantage, Oxfordshire, OX12 8AD

Witney Office - 4 Langdale Court, Witney, Oxfordshire, OX28 6AD

lettings@simpsonsproperty.com | www.simpsonsproperty.com

01235 520079

01235 765555

01993 835030

 **Simpsons**

LETTINGS & PROPERTY MANAGEMENT