

# Renting your property with G.R. Estates is as easy as...

# 1, 2 or 3

- Provide a marketing valuation and advise on compliance & refurbishment requirements
- Professional photography package and coloured floor plan
- Maximum online exposure through property portals and social media.
- Accompanied viewings if required.
- To Let board
- Referencing of prospective tenants
- Preparation and signing of Tenancy Agreement
- Collection of first month's rent and security deposit
- Inform utility companies of new occupier's details
- Demand, collect and remit the monthly rent
- Chase tenants in the event of non-payment and provide further advice to landlord
- Deposit registration in the line with TDS Deposit regulations
- Negotiate deposit deductions
- Provide a detailed inventory, with photos
- Undertake 4 monthly property visits
- Arrange routine repairs and maintenance and instruct approved contractors
- Hold keys throughout the tenancy
- End of tenancy checkout Inspection

## Option 1.

**Fully Managed Service.**  
£300 set-up fee, 12% of rent  
(inc. VAT)

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## Option 2.

**Rent Collection.**  
£300 set-up fee, 8% of rent  
(inc. VAT)

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## Option 3.

**Tenant Find.**  
£380 set-up fee  
(inc. VAT)

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• See Additional, Non-Optional Fees and Charges

To: Book your FREE rental valuation / Bring your property to the market

Tel: 01642 378022 E: [enquiries@gr-estates.co.uk](mailto:enquiries@gr-estates.co.uk)



# LANDLORD FEES SCHEDULE

## ADDITIONAL, NON OPTIONAL FEES AND CHARGES



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### PRE-TENANCY FEES

Arranging and facilitating statutory compliance (this is in addition to the cost of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £60 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) Subject to quotation per tenancy
- Electrical installation Condition Report (EICR) Subject to quotation per tenancy
- Portable Appliance Testing (PAT) Subject to quotation per tenancy
- Legionella Risk Assessment, Subject to quotation per tenancy
- Installing Smoke alarms and Carbon Monoxide, Subject to quotation per tenancy

### START OF TENANCY FEES (All Service Levels)

#### Set-up fee includes:

- Referencing for up to two tenants
- Contract negotiations

**Additional Tenant Referencing Fees: £40 (inc. VAT) per tenant**

**Guarantor Fees: £40 (inc. VAT) per guarantor.** Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)

#### **Permitted Occupier Fees: £40 (inc. VAT) per permitted occupier.**

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord Deposit

#### **Registration Fees: (where collected) £40 (inc. VAT) per tenancy.**

Register tenant and landlord 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 the tenancy start date.

### INVENTORY SERVICE

#### **Inventory Fees:** Dependant on:

Number of bedrooms - Size of property - Furnished or Unfurnished - Any Outbuildings.

**Fees starting from £105 (inc. VAT)**

#### **Landlord Withdrawal Fees (before move-in): £250 (inc. VAT) per tenancy.**

To cover the costs associated with marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started, plus any additional fees or expenses that may have been incurred by the agent.

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CLIENT MONEY PROTECTION



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### DURING TENANCY FEES

**Renewal Fees: £110 (inc. VAT) per tenancy.**

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Landlord Withdrawal Fees (during tenancy, for Periodic tenancy only) : £250 (inc. VAT) per tenancy.** To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to Tenant-Find service.

**Additional Property Visits: £40 (inc. VAT) per visit.**

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

### END OF TENANCY FEES

**Tenancy Dispute Fee: £90 (inc. VAT) per tenancy.** The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

**Check-out Fees: From £90 (inc. VAT) per tenancy.** Attending the property to undertake an updated Schedule of Condition Report based on the original inventory and negotiating the repayment of the security deposit (prior to Tenancy Deposit Scheme)

**Check-out Package: £110 (inc. VAT) per tenancy**

The agent handles all aspects of evidence preparation and submission to the tenancy deposit scheme, including negotiations, contingent upon deposit protection. This covers attending the property to provide a check-out report and deposit negotiations.

**Court Attendance Fees: £60 (inc. VAT) per hour.**

### FINANCIAL CHARGES

**Interest on Unpaid Commission:** 3% above the Bank of England Base Rate from Due Date until paid.

**Additional HMRC Reporting Fees: £50 (inc. VAT) per request.**

Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

**Same-Day Payment Fees: £25 (inc. VAT) per payment.** Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

**Vacant Property Management Fees: £36 (inc. VAT) per visit.** To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

**Management Take-over Fees: £300(inc. VAT) per tenancy.** To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

**Deposit Transfer Fees: £40 (inc. VAT) per deposit.** Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request