

Waite & Co, The Estate Office,

25 Church Street, Ilkley,

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**WAITE  
& CO**

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ESTATE AGENTS | RESIDENTIAL LETTINGS | PROPERTY MANAGEMENT | DEVELOPMENT | INVESTMENT | COMMERCIAL

WAITE & CO is an **ARLA** licensed member

Our Client Money Protection is provided by **ARLA**

We are members of **The Property Ombudsman** scheme

## **FEES TO MANAGED LANDLORDS – ILKLEY & BINGLEY OFFICES**

### **FULLY MANAGED – 10% (Plus VAT)**

#### **INCLUDES:**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears action
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify the landlord of the outcome
- Arrange routine repairs and instruct contractors
- Hold keys throughout the tenancy term

#### **ADDITIONAL NON-OPTIONAL FEES AND CHARGES**

##### **Set up fee (Landlords share) £240 (inc VAT)**

- 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 lettings consents
- Carry out accompanied viewings (As appropriate)
- Market the property and advertise on relevant portals
- Erect board outside the property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (If relevant)
- Independent inventory, Check-in and Check-out

##### **Deposit Registration Fee:**

**£0 (inc VAT)**

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme (Deposit Protection Scheme)
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

##### **Additional property visits:**

**£0 (inc VAT)**

- 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 receipts to HMRC**

**£0 (inc VAT) quarterly**

- 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

##### **Arrangement Fee for works**

**£0 (inc VAT) of net cost**

- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

##### **Arrangement fee for refurbishments**

**10% (plus VAT) of net cost**

- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

- Obtaining two or more contractors quotes

**£0 (inc VAT) per quote**

##### **Rent Review Fee**

**£60 (inc VAT)**

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

##### **Renewal Fee (landlords share)**

**£60 (inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

##### **Check out fee**

**£0 (inc VAT)**

- Included in the set up fee

##### **Court Attendance**

**£48 (inc VAT) Per Hour**

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

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## **FEES TO LET ONLY LANDLORDS**

**TENANT FIND – 50% of one months rent (+VAT) – Subject to a minimum fee of £474 (inc VAT)**

### **INCLUDES:**

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### **ADDITIONAL NON-OPTIONAL FEES AND CHARGES**

- 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 lettings consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside the property in accordance with Town and Country Planning Act 1990

### **Inventory Fee (Landlords Share)**

- Dependent on the number of bedrooms and/or size of the property and outbuildings

1 / 2 Bed UNFURNISHED	£65
1 / 2 Bed FURNISHED	£75
3 / 4 Bed UNFURNISHED	£75
3 / 4 + Bed FURNISHED	£POA

### **Deposit Registration Fee:**

**£30 (inc VAT)**

- Register and protect the security deposit with a Government-authorised Scheme and transfer to Landlord once they have registered themselves with the Deposit Protection Scheme and supplied us with their Landlord I.D Number
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

### **Additional property visits:**

**£N/A (inc VAT)**

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

### **Rent Review Fee**

**£60 (inc VAT)**

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

### **Renewal Fee (landlords share)**

**£60 (inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

### **Check out fee**

- Contact office for Independent Inventory Clerks details

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