

# monks

monks.co.uk

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

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



# FEES TO: LANDLORDS

**monks.co.uk**

LEVEL OF SERVICE OFFERED:

**Let Only: 1 months rent (Inc VAT)**

INCLUDES:

- 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 letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Arrange for the deposit to be held by the Deposit Protection Service
- Collect and remit first months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices

**Rent collection: 8% of rent (Inc VAT)**

INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**Fully managed: 12% of rent (Inc VAT)**

INCLUDES:

- Arrange for the deposit to be held by the Deposit Protection Service
- Notify relevant utility companies of new account details
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
- Conduct outgoing inspection and negotiate deposit return

**ADDITIONAL NON-OPTIONAL FEES AND CHARGES (FOR Managed or Rent collection services):**

Setup Fee (Landlords Share):

£250.00 (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 letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

...(continued)

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



# monks

monks.co.uk

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

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



# FEES TO: LANDLORDS

monks.co.uk

## OPTIONAL FEES AND CHARGES (Irrespective of Service):

Additional property visits: <ul style="list-style-type: none"><li>To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li></ul>	£60.00 (inc VAT)
Submission of details of properties and Landlord to the Inland Revenue: <ul style="list-style-type: none"><li>Normally on an annual basis</li></ul>	£25.00 (inc VAT)
Arrangement Fee for works over 1 months rent: <ul style="list-style-type: none"><li>Arranging access and assessing costs with contractor;</li><li>Ensuring work has been carried out in accordance with the specification of works</li><li>Retaining any warranty or guarantee as a result of any works</li></ul>	10% of net cost
Arrangement fee for refurbishments over 1 months rent: <ul style="list-style-type: none"><li>Arranging access and assessing costs with contractor;</li><li>Ensuring work has been carried out in accordance with the specification of works</li><li>Retaining any warranty or guarantee as a result of any works</li></ul>	10% of net cost
Obtaining more than two contractors quotes	£20.00 (inc VAT) per quote
Rent Review Fee (included free of charge in fully managed service) <ul style="list-style-type: none"><li>Return rent in accordance with current prevailing market condition and advise the landlord</li><li>Negotiate with tenant</li><li>Direct tenant to make payment change as appropriate</li><li>Serve Section 13 Notice if tenancy is on a rolling monthly basis</li></ul>	£60.00 (inc VAT)
Renewal Fee / Amendment to terms(landlords share) <ul style="list-style-type: none"><li>Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li></ul>	£100.00 (inc VAT)
Checkout Fee (landlords share included within our fully managed service) <ul style="list-style-type: none"><li>Agree with tenant check out date and time appointment</li><li>Instruct inventory provider to attend</li><li>Negotiate with landlord and tenant any disbursement of the security deposit</li><li>Return deposit as agreed with landlord and tenant to relevant parties</li><li>Remit any disputed amount to Scheme for final adjudication</li><li>Unprotect security deposit</li><li>Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li></ul>	£120.00 (inc VAT)

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

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

ARLA

ARLA