



## Landlord Fees

### Management Packages

	<b>Tenant Find Only</b>	<b>Fully Managed Service</b>
Letting Fee (Payable for each new letting)	75% of the first month's rent + VAT (subject to a minimum fee)	£300 + vat
Management fee (per month)	Not applicable	10% + VAT (12% inc VAT)  Discounted to 8%+vat for three or more properties fully managed by Cooper Wallace
Property appraisal and rental value assessment	included	included
Property details including quality photography	included	included
Comprehensive internet advertising	included	included
Accompanied viewings	included	included
To Let board erected at the property	included	included
Tenant Selection	included	included
Preparation of tenancy agreement		
Preparation of inventory and condition report	Call for quote	Call for quote

Advising of safety regulations and arranging certificates	included	included
Reading of utility meters	included	included
Smoke and CO2 alarm testing	included	included
'Right To Rent' checks	included	included
Immigration checks (if applicable)	included	included
Tenant move in	included	included
Collection of initial rent & deposit	included	included
Ongoing rent collection		Included
Monthly rental statement		Included
Direct credit to landlords' bank account		Included
Chase of rent arrears & advice to landlords		included
Fully maintenance audit trail		Included
Regular detailed written inspection reports		Included
Annual rent review		Included
Key holding service		Included
Final inspection	£100 + VAT	Included
Check in/out report by an independently vetted inventory clerk	Price dependant on size of property	Price depends on size of property
Rent & Legal protection	Price depends on type of insurance you'd like to take out	Price depends on type of insurance you'd like to take out

### Lettings services (payable for each new letting)

Rent and legal protection	<ul style="list-style-type: none"><li>• Rents up to £1499pcm is £300 + vat per year</li><li>• Rents up to £1500pcm is £450 + vat per year</li></ul>
Tenant referencing	£50 + VAT per applicant
Tenant credit check & identity verification	£20 + VAT per applicant
Deposit registration with approved Tenancy Deposit Scheme (TDS)	£40 + VAT

### Additional services

Tenancy renewal (unless transferring to periodic)	£125 + vat
EPC (Energy Performance Certificate)	Call for quote
Ad Hoc property inspections	£75 + vat
Key cutting admin fee	£25 + vat plus the cost of the key cutting
Preparing and issuing Section 21 notice	£125 + vat
Preparing and issuing Section 8 notice (rent increase)	£125 + vat
Preparing and serving all other official notices	£125 +vat
Court attendance by senior staff member or director	£150 + vat per hour
Deposit dispute where case has been referred to the small claims court or the arbitration service of the tenancy deposit scheme	£150 + vat
Sale of property to occupying tenants	1% + vat of the purchase price
Sale of property	Call for quote

### **Cooper Wallace bank details**

Name: Cooper Wallace Limited

Account number: 21655072

Sort Code: 09-01-29

Bank: Santander

Description: Property address