



## SERVICES AND FEES

If you are here to see how competitive we are you'll need to ensure that you are indeed comparing apples with apples and NOT apples with pears.

The Consumer Rights Act of 2015 states that fees must be transparent and must be displayed clearly and found easily. If you can't find a list of fees on a letting agent's website it makes it very difficult for you to make a comparison.

Sussex Property Management Limited has client money protection and our provider is Client Money Protect.  
[www.clientmoneyprotect.co.uk](http://www.clientmoneyprotect.co.uk)

Sussex Property Management Limited is a member of a redress scheme and our provider is Property Redress Scheme (PRS) [www.theprs.co.uk](http://www.theprs.co.uk) There is a link to our complaints procedure on our home page of our website [www.sussexpropertymanagement.co.uk](http://www.sussexpropertymanagement.co.uk)

Section 83(4) of the Consumer Rights Act specifically requires that fees are quoted inclusive of taxes which, in our case means VAT. **If you find rates lower than ours please check that they are inclusive of VAT.** We offer two types of managed service.

Our fully managed non-inclusive service is available at a fee of 11.4% including VAT of the monthly rent. Administration fees in addition to this are noted below. This is the typical service offered by most agents in the area.

If however you would prefer an all-inclusive fully managed service with absolutely none of the extra administration fees noted below we offer this at 16.2% including VAT of the monthly rent. This service includes all of the listed non-optional and optional services charged for on non-inclusive services.

**16.2% inclusive of VAT of the monthly rent and NOTHING MORE TO PAY. This means that there won't be any surprises, no add-ons, no set up fees, no inventory or tenancy agreement administration fees, no end of tenancy fees. It means you'll know exactly what you'll pay each month from beginning to end of each and every tenancy.**

Managed service includes:

- Visiting your property to offer you an appraisal if required and an assessment of rental value.
- Advising you on safety requirements to comply with lettings regulations.
- Taking photographs and room measurements.
- Offering advice on tax liabilities for overseas landlords.
- Erect a To Let board where appropriate.
- Take all enquiries from applicants and assess suitability before arranging an accompanied viewing of the property.

- Ensure that compliant documents are sent to applicants and received from applicants giving the landlord peace of mind in reclaiming the property when required.
- Reference applicant to ensure suitability to rent including right to rent checks. **This is included in our all-inclusive service.** Non-inclusive fees for this are shown on our table of fees below.
- Draw up the tenancy agreement. **This is included in our all-inclusive service.** Non-inclusive fees for this are shown on our table of fees below.
- Instruct our Inventory contractor to make an Inventory and schedule of conditions and book the check in against Inventory with the incoming tenant. **This is included in our all-inclusive service.** Non inclusive fees for this are shown on the Davis Inventory contractor charges document.
- Receive tenant's security deposit and lodge with My|Deposits tenant deposit scheme. **This is included in our all-inclusive service.** Non inclusive fees for this are shown on our table of fees below.
- Receive rent and remit to the landlord.
- Oversee late or unpaid rent by liaison with the tenant. Chase payments and ensure compliance to enable either a Section 8 and/or a Section 21 notice to be served if necessary. **This is included in our all-inclusive service.** Fees for service of notices for the non-inclusive service are shown on our table of fees below.
- Initial property visits at one month and at four months after tenancy commencement followed by twice yearly visits.
- Gain landlord approval on repairs over £100 with the exception of emergency measures to comply with current legislation.
- Deduct the cost of contractor's invoices from monthly rent. Pay contractors.
- At the end of a fixed term tenancy consult the landlord and tenant about tenancy extension or renewal.
- Instruct our Inventory contractor to book the check out with the tenant at the end of their tenancy. Check out fees shown on the Davis Inventory contractor charges document.
- Arrange payment of void period utility bills and council tax due from monies retained from final rent/incoming tenant rent. **This is included in our all-inclusive service.** Fees for service of notices for the non-inclusive service are shown on our table of fees below.

Our rent collection service is available at a fee of 9% including VAT of the monthly rent. This service includes:

- Visiting your property to offer you an appraisal if required and an assessment of rental value.
- Advising you on safety requirements to comply with lettings regulations.
- Taking photographs and room measurements.
- Offering advice on tax liabilities for overseas landlords.
- Erect a To Let board where appropriate.
- Take all enquiries from applicants and assess suitability before arranging an accompanied viewing of the property.
- Ensure that compliant documents are sent to applicants and received from applicants giving the landlord peace of mind in reclaiming the property when required. Including right to rent checks.
- Reference applicant to ensure suitability to rent including right to rent checks. Fees for this are shown on our table of fees below.
- Draw up the tenancy agreement. Fees for this are shown on our table of fees below.
- Instruct our Inventory contractor to make an Inventory and schedule of conditions and book the check in against Inventory with the incoming tenant. Fees shown on the Davis Inventory contractor charges document.
- Receive tenant's security deposit and lodge with My|Deposits tenant deposit scheme. Fees for this are shown on our table of fees below.
- Receive rent and remit to the landlord.
- Oversee late or unpaid rent by liaison with the tenant. Chase payments and ensure compliance to enable either a Section 8 and/or a Section 21 notice to be served if necessary. Fees for service of notices are shown on our table of fees below.
- At the end of a fixed term tenancy consult the landlord and tenant about tenancy extension or renewal.

- Instruct our Inventory contractor to book the check out with the tenant at the end of their tenancy. Check out fees shown on the Davis Inventory contractor charges document.

Our tenant find service is available at a fee equivalent to two week's rent plus VAT. What this means is that if your property lets for a monthly rental of £1000, our fees would be £553.85 inclusive of VAT. This service includes:

- Visiting your property to offer you an appraisal if required and an assessment of rental value.
- Advising you on safety requirements to comply with lettings regulations.
- Taking photographs and room measurements.
- Offering advice on tax liabilities for overseas landlords.
- Erect a To Let board where appropriate.
- Take all enquiries from applicants and assess suitability before arranging an accompanied viewing of the property.
- Ensure that compliant documents are sent to applicants and received from applicants giving the landlord peace of mind in reclaiming the property when required. Including right to rent checks.
- Reference applicant to ensure suitability to rent including right to rent checks. Fees for this are shown on our table of fees below.
- Draw up the tenancy agreement. Fees for this are shown on our table of fees below.
- Instruct our Inventory contractor to make an Inventory and schedule of conditions and book the check in against Inventory with the incoming tenant. Fees shown on the Davis Inventory contractor charges document.
- Receive tenant's security deposit and lodge with My|Deposits tenant deposit scheme. Fees for this are shown on our table of fees below. If a landlord has an account with a deposit scheme the deposit will be paid directly to the landlord.
- Receive the first month's rent and remit to the landlord subject to deducting our agreed fees.
- At the end of a fixed term tenancy consult the landlord and tenant about tenancy extension or renewal.

Fees and charges as shown below apply to all services with the exception of our all-inclusive fully managed service:

- Our referencing partner Canopy carries out credit checks and full referencing to determine financial fitness and previous renting history. £91.20 inc. VAT per applicant or guarantor. If a landlord prefers to carry out their own referencing this fee will not apply.
- Draw up the tenancy agreement. £163.20 inc. VAT
- Receive the security deposit and lodge with deposit scheme. £54.00 inc. VAT If a landlord has an account with a deposit scheme the deposit will be paid directly to the landlord and this fee will not apply.
- Reconcile the tenant's deposit at the end of their tenancy. £300 inc. VAT. If a landlord has registered the deposit with a deposit scheme they belong to this fee will not apply.
- Landlord cancellation prior to arranged tenancy. £300 inc. VAT

Other optional on request services:

£30 inc. VAT fee to arrange an Energy Performance Certificate if the property does not have a current one. Our current contractor can provide these at a cost of £65, a floorplan is available too at an additional £10. **No VAT is charged by this contactor.**

- £30 inc. VAT fee to arrange an Electrical Safety Certificate if the property does not have a current one. Our current contractor charges £180 plus the cost of any works required to bring the property up to compliance. No VAT charged by contactor.
- £30 inc. VAT fee to arrange for the annual gas safety record to be carried out by our Gas Safe contractor. Cost dependant on type of boiler and additional gas appliances.
- £30 inc. VAT fee to arrange the installation of smoke alarms and of CO alarms to the property to comply with legislation.

- £30 inc. VAT fee to arrange pre-tenancy clean. Cost of clean will be dependent on the size and condition of the property, a quote would be requested from our cleaning contractor.
- £30 inc. VAT fee to arrange pre-tenancy repairs/maintenance required. Cost of works will be dependent on work required, a quote would be requested from our contractor.
- £30 inc. VAT fee to arrange payment of void period utility bills and council tax due from monies retained from final rent.
- £10 inc. VAT for key cutting plus key cost
- £30 inc. VAT to provide quarterly rent statements or £108 inc. VAT to provide annual tax statement.
- £30 inc. VAT to provide quarterly returns to HMRC on behalf of NRLs
- £60 inc. VAT to carry out property visit / additional property visit and report or update the landlord of any issues to be repaired or maintenance issues.
- £60 inc. VAT fee for service of notices to tenant.
- £60 inc. VAT to arrange payment of void period utility bills and council tax due from monies retained from final rent/incoming tenant rent.
- £30 inc. VAT per visit for vacant property management service the locale of Storrington. If it's further afield and reachable within the hour we offer the service at £60 inc. VAT
- £90 inc. VAT per hour for sundry services including but not limited to court attendance; wait time; administration at end of tenancy due to sale of the property.

### Customised services

**Void property package.** If your property is empty it will have to be visited regularly or your insurance policy will be null and void. You don't want that. But not all landlords are able to make visits themselves so I would do a weekly visit for you, collecting post to be forwarded or returned, checking the plumbing for leaks or burst pipes in cold weather, and making sure the property is well heated and ventilated. Kitchens and bathrooms will be checked for mould and any found will be treated with a proprietary spray. All for £30 inc. VAT per week if within the locale of Storrington. If it's further afield and reachable within the hour we offer the service at £60 inc. VAT. We will also perform this service for properties awaiting probate when beneficiaries are not able to make regular visits.

**Home care service.** Ask us about how we can incorporate managed services and void services as well as returning your home to you in tip top condition. This package is suitable for landlords who have been living abroad and want to return to their homes safe in the knowledge that it is still their home and in the condition they expect it to be. We can organise redecoration and new flooring for your return. We charge a 10% surcharge on all contractor invoices for this service.

**Out of area rentals.** We are able to help you advertise, shortlist applicants and arrange viewings or pass on details for you to arrange your own viewings. We have successfully let properties in London in this way as well as more locally in Worthing. If it's an option you'd like to pursue contact us. We charge a commission of 6% of the rent including VAT of the minimum fixed term of six months of the tenancy agreed. What this means is that if your property lets for a monthly rental of £1000, our fees would be £360.00 inclusive of VAT. If you want us to draw up paperwork see our fees schedule.

