

Scale of charges

	FULLY MANAGED	TENANT FIND
Arrangement Fee	£399 + VAT	50% of the first month's rent, minimum fee of £599 + VAT
Management Fee	10% + VAT	N/A
Fitness for Human Habitation Risk Assessment	Included	Included
Inventory	Included	Included
2 Property Inspections Per Year	Included	N/A
Legal Notices	£50	N/A
Deposit Adjudication	Included	Included
Check-out Inspection	Included	£150
Tenancy Renewal Fee	£75	£100
Gas Safety Record and Legionella Risk Assessment	£90	£90
Periodic Electrical Installation Certificate (EICR)	Price on application, varies depending on property size	Price on application, varies depending on property size
Portable Appliance Testing (PAT)	Price on application, varies depending on items to be tested	Price on application, varies depending on items to be tested
Stand Alone Legionella Risk Assessment	£60	£60
Selective Licence Application	£150 + Cost of council licence and any other third party costs	N/A
Smoke Alarm/Carbon Monoxide Detector Supply and Installation	£48 for one installation. £30 for each additional installation on same visit	£48 for one installation. £30 for each additional installation on same visit
Energy Performance Certificate (EPC)	£100	£100
Land Registry Fee for Proof of Ownership	£5	£5
Key Cutting Fees	£10 admin fee plus cost of key cutting	£10 admin fee plus cost of key cutting
HMRC Non-Resident Landlord Tax Submission	£30 per quarter	N/A
Additional property visits outside of normal management agreement	£50	N/A
Court Attendance	Price on application	N/A

Figures are quoted per property and are inclusive of VAT unless stated otherwise. Set up fee for Fully Managed including VAT = £478.80. Let Only set up fee including VAT = £718.80. Fully Managed including VAT = 12%.



Thinking of Letting?

HoldenCopley

PREPARE TO BE MOVED

ARNOLD

26 High St, Arnold
Nottingham NG5 7DZ
T 0115 8969 800
E info@holdencopley.co.uk

LONG EATON

30 Market Place
Long Eaton NG10 1LT
T 0115 8963 699
E longeatonoffice@holdencopley.co.uk

HUCKNALL

33A High St, Hucknall
Nottingham NG15 7HJ
T 0115 6972 972
E hucknalloffice@holdencopley.co.uk

WEST BRIDGFORD

2 Tudor Square
West Bridgford NG2 6BT
T 0115 6712 555
E westbridgfordoffice@holdencopley.co.uk

Landlords Services & Fees

TENANT FIND ✓

FULLY MANAGED ✓



✓ Advice Before You Buy

✓ Our lettings manager can guide you in your property search. Whether it's your first step to becoming a landlord or you're looking to increase your portfolio, we can inform you on all aspects you will need to consider before your purchase. Advising on the type of property and area that are in most demand as well as the rent you are likely to achieve are all crucial pieces of information required before committing to your purchase.

✓ Fitness for Human Habitation Risk Assessment

All properties require a Fitness for Human Habitation Risk Assessment. These checks are vital in order to identify health and safety hazards and to ensure the necessary records are kept. Once the assessment is completed, we will advise you of any recommended or required works that need undertaking. Should a tenant come to harm in the property where the landlord has failed to undertake the required due diligence, both the landlord and their agent may face significant penalties or prosecution.

✓ Property Marketing

✓ Our aim is to put your property in front of the widest audience possible to secure the best tenant at the correct market value. We start by taking high quality photographs using professionally trained photographers, they will also create a floor plan and 3D Dolls House Walkthrough of the property. This will make your property stand out and receive more enquires. The property will be matched to suitable tenants who we have registered looking for their next home. We will also advertise your property on our own website as well as all the major property portals, which includes Rightmove, On The Market and Zoopla. Social media is a great place to showcase your property. Your property can be found on Facebook, Twitter, Instagram and LinkedIn.

✓ Accompanied Viewings and Open Houses

✓ Our property experts will conduct all viewings, allowing us to meet any future tenants face to face, which is crucial in deciding if the tenant is suitable for your property. We often organise an open house, to create a buzz about the property which often results in more applications. You can then decide with our guidance which applicant best suits your property.

✓ Tenant Referencing

✓ Having confidence in your tenant before they move in is a must. The gut feeling after meeting a tenant goes a long way, but we of course back this up with third-party referencing. They will obtain references which includes ID, employment, a landlord reference, proof of income and overall affordability. Landlords are responsible for ensuring a tenant has the right to rent in the United Kingdom and we take care of this on your behalf.

✓ Tenancy Agreements

✓ Our tenancy agreements are designed to protect your interests by complying with all the latest legislation. Our legal experts review and update our tenancy agreements to make sure you have the most robust tenancy agreement available.

✓ Holding Deposit

✓ In order to remove a property from the market, landlords and agents are permitted to charge a refundable holding deposit of no more than one week's rent. The holding deposit must be returned within 15 days if the landlord or agent decide not to take the tenancy forward.

✓ Deposit and Rent in Advance

✓ A tenant cannot move into your property until we have received the full deposit and the agreed level of rent on your behalf.

✓ **Deposit Held in Accordance with DPS**

✓ It's a legal requirement for landlords to protect the deposit by holding the monies within an approved scheme. We will do this on your behalf via the Deposit Protection Scheme (DPS). We will protect the deposit within the required timescale and provide your tenants with all the information they require on how their deposit is being protected.

✓ **Arranging EPC's, Gas Safety Certificates, Electrical Checks and Legionella Risk Assessment**

We will work with you to make sure your property is safe for your tenants and meets current legislation. The laws around these areas change regularly and we will of course keep you updated of any changes and your obligations as a landlord.

✓ **Inventory and Schedule of Condition**

An in-depth inventory is one of the most important documents in any tenancy. It provides crucial evidence of the condition of the property at the start of the tenancy and can be vital when resolving any disputes when the tenant vacates. Our inhouse experts use market leading technology to create a detailed inventory with photographs and schedule of condition.

✓ **Contacting Utility Suppliers**

We will contact utility providers on your behalf to pass on occupation dates and meter readings to ensure the transfer is as smooth as possible and the accounts are accurate.

✓ **Selective Licence Application**

For properties we fully manage that require a selective licence, we can for a fee apply for the selective licence on your behalf with the relevant council. If you wish to apply for the licence yourself, we can provide some guidance.

✓ **Receiving and Promptly Remitting your Rent**

We use market leading software to receive and remit your rent payments. As soon as we receive the rent, any relevant deductions are made and the balance is sent to you immediately. We remit rent to landlords every working day.

✓ **Monthly and Annual Statements**

Each time money is remitted to your account a text message will follow and an email with a detailed statement. We keep everything in the cloud, so when you are required to complete your annual tax return we can provide a detailed annual statement for you or your accountant.

✓ **Notices, Renewals and Rental Increase Negotiation**

When a tenancy comes to an end, you or your tenant may wish to renew the tenancy. If both parties wish to extend, we will negotiate new terms and a rent increase where applicable on your behalf. We will then draw up the new tenancy agreement. If required we can also serve appropriate notices should you wish to regain possession of the property.

✓ **Full Check-Out Report**

At the end of the tenancy, we will arrange to visit the property and carry out a thorough inspection of the property. This will be checked against the original inventory and emailed to you with our comments. It will also include final meter readings, keys returned and detailed photographs.

✓ **Returning the Deposit**

After the check-out we will discuss any deductions required from the deposit. Once agreed by all parties the balance will be paid to the tenant. In the event of a dispute we will handle this on your behalf via the DPS.

✓ **Property Checks and Detailed Reports**

Our property assessor will arrange regular visits of the property and we will send a report to you with photographs. This will inform you of how the property is being looked after. We will advise the tenants of their continuing obligations and suggest any action of maintenance or repairs to you.

✓ **Maintenance and Repairs**

Our experienced property managers have relationships with local, trusted contractors who can be relied upon to visit your property and carry out any maintenance or repairs. If you wish to use your own contractors that's fine with us, we will still arrange everything on your behalf. We use market leading technology to report any maintenance issues, this gives detailed information, including photographs, all from a tenant's smartphone. This enables us to assess the issue quickly and get the correct contractor to your property.

✓ **24 Hour Emergency Maintenance Line**

All out of hours calls and emails are diverted to our senior property manager outside of working hours.

✓ ***Legal Expenses and Rent Guarantee**

At an additional charge, we can arrange legal protection and rent guarantee insurance. This will give you protection if the worst happens. Further details are available on request.

*Legal expenses and rent protection insurance incur additional charges, details available on request.