



# **Information for Landlords**

About Us

[www.vickery.co.uk](http://www.vickery.co.uk)

SERVICE OPTIONS & FEES	LET ONLY	FULLY MANAGED
<b>Vickery Fee</b> – see above for more detail	12% of rent (incl VAT) for the duration of the tenancy	17% of rent (incl VAT) for the duration of the tenancy
<b>Set up fee</b> – see above for more detail	1.2 weeks rent (incl VAT) Minimum £270 (incl VAT)	1.8 weeks rent (incl VAT) Minimum £420 (incl VAT)
Market your property	✓	✓
Accompany viewings	✓	✓
Negotiate the best rent on your behalf aiming to minimise any void period	✓	✓
Arrange all safety checks	✓	✓
Process tenant/s references & Right to Rent	✓	✓
Check the tenant in	✓	✓
Collect first month's rent from tenant	✓	✓
Collect & deposit security deposit or ensure Zero	✓	✓
Deposit Guarantee in place	✓	✓
Notify utility companies of the change in occupancy at the beginning and end of the tenancy	✓	✓
Notify the local authority of the change in council tax liability at the beginning and end of the tenancy	✓	✓
Liaise with both parties regarding renewal of the tenancy	✓	✓
Arrange rental renewals and negotiate increases in rent	✓	✓
Provide advice regarding remarketing of the property to achieve the best rent and minimise void periods	✓	✓
Collect rent on a monthly basis and transfer to your nominated account		✓
In the event of arrears, chase tenants and provide you with advice on action being taken & legal remedies available		✓
Send you monthly statements accounting for rent received, our fees & any other out-goings		✓
Arrange Gas Safety Certificate & EICR Certificate		✓
Carry out two property inspections each year & notify you of any maintenance issues.		✓
Arrange necessary quotations for works required at your property		✓
Arrange repairs/maintenance to be carried out following your instruction		✓
Manage your property on a day-to-day basis		✓
Hold keys for the duration of the tenancy		✓
Serve appropriate notices following your instruction		✓
Deal with any dilapidations at the end of the tenancy and liaise with tenants regarding any deductions		✓

# SERVICE OPTIONS & FEES

## FULL MANAGEMENT

### Our Fees

Our fees are 17% of the gross monthly rental income including VAT, for the full term of the tenancy.

A set-up fee will be payable once a tenancy has been agreed and must be paid before any reference checks or right to rent checks will be made.

The set-up fee includes:

- Tenant/s references;
- Right to rent checks;
- Check-in fee;
- Cost of preparing the tenancy agreement;
- Administering the tenants deposit.
- Administering the setting up of your property file and banking arrangements.

Banking arrangements are such that approximately three working days are required for rent to be processed before transferring monies into your account.

### Property Inspections

We will inspect your property on a regular basis – minimum twice a year. This inspection is a visual inspection of the property and not a survey or inventory check. You will be advised of any issues arising and photographic evidence e-mailed to show the extent of any matters that require attention and discuss these with you accordingly.

<b>Fee Illustration</b>	Example rental price:	£1,000.00 pcm
	Set-up Fee 1.8 weeks incl. VAT	£420.00
	Fee @ 17% incl. VAT	£170.00 pcm

Should the rental agreed be higher or lower the fees payable will be correspondingly higher or lower.

## LET ONLY

### Our Fees

Our fees are 12% of the gross rental income including VAT, for the full term of the tenancy.

A set-up fee will be payable once a tenancy has been agreed and must be paid before any reference checks or right to rent checks will be made.

The set-up fee includes:

- Tenant/s references;
- Right to rent checks;
- Check-in fee;
- Cost of preparing the tenancy agreement;
- Administering the tenants deposit.

We will invoice you for the first six months fees in the first month of the tenancy followed by further invoices on a six-monthly basis for future fees – fees are payable for the duration of the tenancy. All invoices are payable within 14 days of the invoice date.

We do not process any dilapidations on your behalf and are unable to assist you with any claims, although we will write to the tenants with your deduction proposals.

### Additional Charges

- Serve appropriate notices on tenants, following your instructions - £30 including VAT
- Arranging cleaning or other maintenance services - £30 including VAT

## Renewal of an Existing LET ONLY Tenancy Agreement

You will be invoiced for renewal fees every six months with our fees becoming payable 14 days following the invoice date.

During the renewal period Vickery will:

- Liaise with both parties regarding tenancy renewal;
- Review the current rent and advise if a rent increase is possible or desirable depending on market conditions;
- Renew the tenancy agreement;
- Advise on the renewal of your gas safety certificate;
- Advise on the renewal of your EPC
- If requested, undertake a property inspection and provide photos of the condition of the property.
- If you prefer to negotiate any renewal directly with the tenant our fees will continue to be payable as stated in our Instruction Agreement for the duration of the tenancy and any further renewals/extensions;
- Advise of any changes in legislation that may affect your property and or rental.

<b>Fee Illustration</b>	Example rental price:	£1,000.00 pcm
	Set-up Fee incl. VAT	£276.92
	Fee @ 12% incl. VAT	£720.00 for each six month period

Should the rental agreed be higher or lower the fees payable will be correspondingly higher or lower.

## SERVICES FOR OVERSEAS LANDLORDS

### Our Fees

An additional 2.4% including VAT charge will be made over and above that outlined for any of our services and agreed in the Instruction Agreement.

We are required by law to deduct income tax at the basic rate on all rental income (less specified deductions) for overseas landlords and pay it to the Inland Revenue each quarter. You, as the Landlord, can apply for an exemption certificate by completing an NRL1 form and forwarding it to the Inland Revenue. On receipt of the tax exemption certificate we will cease deducting tax from the date specified by the Inland Revenue.

If your tax exemption certificate is received after any tax deductions have been paid over to the Inland Revenue, it is your responsibility to request a refund directly from them.

In addition to our services outlined previously we are able to offer a specialist overseas landlord package which includes:

- Postage, correspondence, communication costs.
- Quarterly tax returns for non-exempt landlords.
- Annual tax report for the Inland Revenue.

## **THE RENT**

Unless otherwise agreed, the rent quoted to a tenant must be inclusive of all outgoings for which you are responsible (i.e. ground rent and services charges) with the exception of water, gas, electricity, telephone, fuel oil (where there is an independent oil-fired heating system) and council tax.

## **VOID PERIODS**

Our management function does not include the supervision of the property when it is vacant either before the property is let or between tenancies. However, in the course of finding a suitable tenant, periodic visits may be made to your property by our staff. If you wish your property to be managed during a void period, there will be a charge of £60 including VAT per month.

## **TERMINATION OF INSTRUCTIONS**

**Our fees remain payable throughout the term of the tenancy and any continuation, extension or renewal of it whether fixed term or periodic.**

Please see point 8 in our Instruction Agreement for further details.

## **VALUE ADDED TAX**

Except where otherwise stated, our fees and any other charges, which we may make, are subject to VAT at the appropriate rate.