

BELVOIR! Professional Service Options

Belvoir Service Options	Let Only	Fully Managed	Fully Managed PLUS Legal Protection & Guaranteed Rent	House of Multiple Occupancy - HMO Fully Managed
Free Property Visit & Rent Appraisal	✓	✓	✓	✓
Professional Marketing, Websites & To Let Board	✓	✓	✓	✓
Fully Accompanied Property Viewings	✓	✓	✓	✓
Referencing, Compliance, Sanction Checks, ID Checks of Tenants & Guarantors	✓	✓	✓	£180 per Tenant & Guarantor Combined
Initial Right to Rent Checks	✓	✓	✓	✓
Ongoing Right to Rent Checks where required for non UK citizens	x	£36 per tenant per check	✓	£36 per tenant per check
Professional Tenancy Agreement & Signing	✓	✓	✓	✓
Full Photographic Inventory and Schedule of Condition	1 Bed £140 2 Bed £160 3 Bed £180 4 Bed £200 5 Bed+ £220	✓	✓	✓
Arrange Safety Certificates Cost of certs to be paid by Landlord prices vary by number of appliances	✓	✓	✓	✓
Check in Tenants, Signing for Keys	✓	✓	✓	✓
Notify Utility Companies / Council of meter readings & change of Tenant at start of tenancy	✓	✓	✓	✓
Register Deposits with Deposit Scheme	Sent to Landlord to register in deposit scheme within 30 days	✓	✓	✓
Collect Rents Each Month & chasing of arrears	x	✓	✓	✓
Routine Property Inspections	x	✓ 2 per year	✓ 2 per year	✓ 3 per year
Additional Property Inspections where required	x	£60	✓	£60
Manage Property & Maintenance Issues	x	✓	✓	✓
Rent Reviews & Serving Section 13 Notice including First Tier Tribunal cases	x	£100	£100	N/A
Check Out & Final Inspection of Property	x	✓	✓	✓
Handle deposit claims up to the point of ADR (Alternative Dispute Resolution)	x	✓	✓	✓
Notify Utility Companies / Council of final meter readings & Tenant vacated	x	✓	✓	✓
Belvoir Rent and Legal Protection (covers legal costs and rent T&C's apply)	3.6% including VAT	x	✓ Rent & Legal Protection Included	3.6% including VAT
Landlords Building & Contents Insurance	Professional Landlords Buildings & Contents insurance is available to all customers			
Management Fee deducted monthly from incoming rent	N/A	12% + VAT (14.4% including VAT)	15% + VAT (18% including VAT)	10% + VAT (12% including VAT)
Start Up / Re-let Fee payable on move in	1 Month's Rent (Including VAT) (Minimum £550)	50% of 1 month + VAT (60 % including VAT) (Minimum £550)	50% of 1 month + VAT (60 % including VAT) (Minimum £550)	£300+VAT at each re let per tenancy (£360 inc VAT)

All Fees are Inclusive of VAT unless otherwise stated



Belvoir Service Options	Additional Fees where required	
Attending and waiting at a property	e.g. Supervising a contractor or awaiting a delivery	£72 per hour or part thereof charged from leaving the office to returning
Providing Duplicate Statements	Providing of any duplicate statements electronically or by post	£20
HMRC overseas landlord tax payments	Process overseas landlord tax payments to HMRC where approval notice not arranged by the landlord	£45 per quarter
Biometric ID & Anti Money Laundering Checks	If you can not attend our office with your original ID and proof of address documents you may be required to complete a remote identity check using face recognition software	£24 Per Owner, Director or Shareholder (Free if attending our office)
Alternative Dispute Resolution Paperwork and Evidence	Where tenants dispute a deposit claim to the point evidence has to be presented and an adjudicator at the TDS makes the final decision	£60
Tenant Swap/Renewal Fee	When a tenant from a joint tenancy wishes to leave and a replacement tenant has been found. The new tenant will need to go through referencing and ID verification. There may be amendments to the deposit needed and a new tenancy agreement or addendum drawn up for signing	£360
Statutory Declaration Completion and Signing	Where a tenant is disputing or not responding to a deposit claim, we will complete the claim paperwork, visit a solicitors to have the paperwork signed and witnessed. Includes solicitors charges	£60
Attending Legal Proceedings (Available on managed properties only)	Should you require us to attend legal proceedings for any matter our hourly rate including VAT will be charged from leaving our office to arriving back at our office.	£72 per hour <u>FREE with Full Managed Plus</u>
Management of Major Works in excess of £1000 or handling insurance claims with insurers	Should you require us to arrange & manage any works costing in excess of £1000 or insurance claims. For vacant properties we will require funds on account prior to work commencing	12% (Inclusive of VAT) of total cost of works
Empty Property Visits	Should you require us to visit empty properties to carry out a visual inspection, upon your request we will arrange for a member of staff to visit to do a walk through checking that no damage has occurred. Staff will not be responsible for turning off stop cocks or setting central heating timers and systems	£50 per visit upon written request from the landlord
Creating and Serving Section 8 Grounds 4a to Student HMO's	In order to market your property for the following year's student intake, a section 8 grounds 4a must be served on the current students to expire between 1 st June and 30 th September, giving at least 4 months notice	£120 Per Notice
Preparing Supporting Documents for Solicitors to Serve a Section 8 Notice	Where you instruct our recommended, or your own solicitors to serve a section 8 notice to end the tenancy we will arrange for copies of supporting documents to be provided. Where the rent guarantee service has been taken and a claim has been accepted by our insurer, no charge will apply	£180
Key Cutting	To visit a locksmith to arrange keys to be cut	£30 + Cost of Keys
Annual Tax Statements	If you require us to produce an annual tax statement You can download one from your landlord portal for free	£30
Referral Fees & Interest	We may receive referral fees or interest from Solicitors, Referencing Agents, Contractors, Utility Providers, Telephone & Broadband providers, Mortgage Brokers & Deposit Schemes	Payable by the suppliers variable
Cancellation of Management	If management is cancelled during the tenancy	1 Months Rent inc VAT

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We are members of Propertymark & hold client money protection, meaning your money is in safe hands.

We are also members of The Property Ombudsman redress scheme www.tpos.co.uk



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