

TENANT FINDING SERVICES

Our tenant introduction services are aimed at the experienced Landlord who is licensed with the licensing authority “Rent Smart Wales” with a good knowledge of letting legislation relating to rental property, and has the time to deal with legal notices, legislation and legal matters, and with tenants directly over maintenance issues.

Let Only-Tenant Introduction

In providing this service to you, we will (Terms and Conditions apply)

1. Carry out a free current market appraisal of your rental property at the initial point of instruction.
2. Erect a ‘TO LET’ board outside the rental property (subject to availability).
3. Display your property details with several photographs in our office.
4. Include your property details on ‘thomerentalcompany.co.uk’ and other property websites.
5. Text and email your property details to waiting prospective tenant(s) as soon as we receive your signed contract.
6. Arrange viewings between you and the prospective tenant(s) to view your property using the latest bespoke IT software.
7. Give you any feedback we receive from the prospective tenants after they have viewed your property.
8. Communicate any offers received and negotiate terms on your behalf.
9. We will check all prospective tenant(s) I.D of 18 years or over.
10. Collect a holding deposit of one week’s rent from the prospective tenant(s).
11. Carry out a credit check on all prospective tenant(s) 18 years old or older.
12. Request (if appropriate) a landlord’s reference on each prospective tenant where appropriate.
13. Request (if appropriate) an employer’s reference or accountant’s reference of each prospective tenant of 18 years of age or older, where appropriate.
14. Collect the first month’s rent and the deposit on your behalf and make payment to you after completion.
15. Preparing the tenancy agreement necessary for the landlord to gain protection of the relevant rent and housing Acts.
16. Optional additional referencing of a guarantor (additional cost).
17. We will provide the tenant with information to set up a standing order mandate to pay you the rent each month by BACS.
17. Arrange a check-in day and time between the you and your tenant.
18. If requested by you in writing, we will arrange for an Inventory at an agreed cost to you.

Let Only Plus Tenant Introduction

In providing this service to you, in addition to the ‘Let Only’ above we will; (Terms and Conditions apply)

19. Arrange accompanied viewings of your property using the latest I.T. software. (Please note accompanied viewings means that a member of the management team or senior lettings negotiator will meet the prospective tenant(s) at your property, we do not give keys to prospective tenant(s) to view the property unaccompanied.

Rent Collection Service

In providing this service to you, in addition to the ‘Let Only’ & ‘Let Only Plus’ services above we will; (Terms and Conditions apply)

20. Set up a standing order mandate for the payment of rent each month to The Home Rental Company.
21. Advise on, demand and account to you for the rent for the duration of the tenancy and pay the appropriate net amount into your nominated bank account once it has cleared our account.
22. Chase overdue rent payments in writing, email and telephone calls to the tenant(s) and guarantors (if any).
23. Email you a rent account statement each time funds are transferred to your nominated account.

- Information are correct at time of printing, but can be changed at any time without notice.

PROPERTY MANAGEMENT SERVICE

Our Property management service is designed for unlicensed and licensed Landlords and property owners of properties registered with "Rent Smart Wales" wishing to let out their Property and have their property managed by a licensed agent.

In providing this service, in addition to the 'Let Only' 'Let Only Plus' and the Rent Collection service we will: (Terms and Conditions apply)

25. Market your property on The Home Rental Company website as a feature and/or top result property.
26. Collect the first month's rent and the deposit on your behalf.
27. Protect and register the deposit under the terms of the Tenancy in a Government Deposit Scheme as agents.
28. Notify the relevant local authority of the change of occupancy.
29. Arranging with service companies (principally electricity gas & water, not telephone or internet services) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each Tenancy, so you are compliant of the (Non-owners Occupiers) Regulations 2014 with Welsh Water.
- 30 Organise for a landlord's gas safety inspection and certificate when the property is tenanted.
31. The tenant will be 'checked in' to the property by a check-in clerk with keys, on commencement of the tenancy.
32. Visit the property periodically.
33. At your cost, carry out any repairs, servicing or maintenance of the property. If you instruct us to do so, and provide us necessary funds, we will settle your outgoings and expenses in relation to the property.
34. Act on your instructions to renew or vary the terms of any tenancy, or to grant a new tenancy, and in your absence, and where you have authorised us to do so, to act as your attorney, to negotiate the terms of and sign an appropriate Tenancy Agreement.
35. Prepare a yearly tax report for your records if requested.
36. Arrange and attend a check-out inspection of the property at the end of the tenancy.

Fees: (VAT at the current rate of 20.00%)

One off payment for the following services;

LET ONLY Service; 65% of the 1st month's rent plus VAT (Minimum of £325.00 plus VAT applies / £390.00 including VAT).

LET ONLY PLUS Service; 80% of the 1st month's rent plus VAT (minimum of £475.00 plus VAT applies / £570.00 including VAT).

RENT COLLECTION SERVICE; (includes 'LET ONLY' and 'LET ONLY PLUS services)

7.5% per month of the Rent plus VAT, plus LET ONLY PLUS fee 55% of the first month's rent plus Vat (Discounted from 80% plus VAT) (minimum of £320.00 plus VAT applies / £384.00 including VAT).

MANAGED SERVICE INCLUDES (includes 'LET ONLY', 'LET ONLY PLUS' and 'RENT COLLECTION services')

10.00% of one month's rent plus Vat, plus a LET ONLY PLUS fee 55% of the first month's rent plus Vat (Discounted from 80% plus Vat) (minimum of £320.00 plus VAT applies / £384.00 including VAT).

1; If at any time during the tenants' occupancy, You wish to transfer the RENT COLLECTION or MANAGEMENT OF YOUR PROPERTY to either you or any other party; this shall be on the basis of a fee being payable to the agent equivalent to six months' worth of the property management service fees. You will need to give the agent two months' written notice.

2; The minimum monthly fee payable is **£40.00 plus VAT / £48.00 including VAT**. In all instances fees remain payable for the entire duration of the tenants' occupation, even if the tenant fails to pay the contacted rent, this fee applies to the RENT COLLECTION and PROPERTY MANAGEMENT SERVICE.

The following services are included in our Property Management Service

Serving the appropriate letters requesting payment of late Rent from Your Tenant	included
Deposit Protection in a Government authorised scheme	included
Serving the prescribed information	included
Monthly Rent account statements emailed	included
Rent payments will be made to You by BACS	included
Periodic condition check visits	included
Periodic condition check reports	included
Extend the tenancy as a Periodic Tenancy	included
Key holding service	included
Inform the local authority of the change of occupation of the property	included
Out of hours tenants' emergency telephone service	included
Service of Section 48 notice	included
Service of Section 3 notice	included
Service of Section 47 notice.	included
Service of Section 13 notice	included

Each time a contractor on our panel is instructed to go ahead with works up to the value of **£150.00**, we will levy an administration fee of **£10.00 plus VAT / £12.00 including VAT**, or if a particular contractor requested by you is instructed to go ahead with works, we will levy an administration fee of **£15.00 plus VAT / £18.00 including VAT**.

Each time a contractor on our panel is instructed to go ahead with works in excess of **£150.00**, an administration fee of **10% plus VAT** of the total cost of any work, but subject to a minimum fee of **£20.00 plus VAT / £24.00 including VAT** is charged for arranging the work. The administration fee does not include any visits to your property.

Check-in fee: **10.00% of first one month's rent plus VAT**. We will arrange to meet with the tenants at your property and 'check in' the tenants. Take meter readings of services and inform the service companies of meter readings and check any smoke/fire or CO alarms are operational, and log accordingly.

Tenancy extensions/renewal **£100.00 plus VAT / £120.00 including VAT** for 6 month or 12 month extensions/renewals.

Check-out fee: **10.00% of one month's rent plus VAT**; We will arrange to take meter readings of services and inform the service companies of meter readings.

We ask that landlords have their post redirected with Royal Mail prior to vacating the property. If it is not carried out and the tenants forward the post to our office, and we in turn have to forward the post to you, we will deduct an administration fee of **£1.00 plus VAT / £1.20 including VAT** for UK addresses and **£2.00 plus VAT / £2.40 including VAT** for overseas addresses

per letter from rent or other funds received.

Individual Service Charges,

Marketing of your property £250.00 plus VAT / £300.00 including VAT;

We will draw up the property description, erect a 'TO LET' board outside the rental property (subject to availability); upload and display your property details with several photographs in our office; Including your property details on our website 'thehomereentalcompany.co.uk' and other property websites; Text and email your property details to waiting tenants as soon as we receive your signed contract.

Please note; Marketing of your property does not include finding a tenant or drawing up a tenancy, any referencing or collection of the 1st month's rent, deposit, or any other monies.

Tenancy agreement; £200.00 plus VAT / £240.00 including VAT.

Landlord finds their own tenants; Preparing the Tenancy Agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts.

Please note; The cost of the tenancy agreement is where a landlord does not require any advertising and/or marketing of the property, referencing of tenants or collecting the 1st month's rent, deposit, or any other monies,

Tenancy agreement and referencing; £300.00 plus VAT / £360.00 including VAT; (a maximum of 2 tenants 18 years of age and over)

Landlord finds their own tenants. We will check all prospective tenant(s) I.D of 18 years of age or over. Collect a holding deposit of one week's rent from the prospective tenant(s). Carry out a credit check on all prospective tenant(s) 18 years of age or over. Apply for a landlord's reference on each prospective tenant where appropriate. Apply for an employer's reference or accountant's reference of each prospective tenant 18 years of age or older, where appropriate. Collect the first month's rent and the deposit on your behalf and make payment to you after completion. Preparing the Tenancy Agreement necessary for the landlord to gain protection of the relevant Rent and Housing Acts.

Please note for **Tenancy agreement and references** there is a maximum of 2 tenants, 18 years of age or over, each additional tenant **£30.00 plus VAT / £36.00 including VAT**, this service does not include marketing of your property or introduction of a tenant to you.

Guarantor agreement; **£50.00 plus VAT / £60.00 including VAT.** Drawing up a Guarantor agreement.

Guarantor referencing; **£30.00 plus VAT / £36.00 including VAT.**

Accompanied viewings to your property; **£20.00 plus VAT / £24.00 including VAT** per hour or part thereof.

Travel to viewings at your property; **£1.00 plus VAT / £1.20 including VAT** per mile from and returning to lettings office.

Addendum to tenancy agreement; **£25.00 plus VAT / £30.00 including VAT.**

Deed of Surrender; **£25.00 plus Vat / £30.00 including VAT.**

Service of Section 21 notice; **£70.00 plus VAT / £84.00 including VAT.**

Service of Section 48 notice; **£35.00 plus VAT / £42.00 including VAT.**

Service of Section 3 notice; **£35.00 plus VAT / £42.00 including VAT.**

Service of Section 47 notice; **£35.00 plus VAT / £42.00 including VAT.**

Service of Section 13 notice; **£35.00 plus VAT / £42.00 including VAT.**

Copy documentation **£5.00 plus VAT / £6.00 including VAT.**

Copy statement; **£8.00 plus VAT / £9.60 including VAT.**

Copy tenancy agreement, **£30.00 plus VAT / £36.00 including VAT.**

Fee to issue each paper documents through post. **£5.00 plus VAT / £6.00 including VAT.**

Fee to cover issuing of cheques; **£5.00 plus VAT / £6.00 including VAT.**

Tenancy extensions/renewal **£100.00 plus VAT / £120.00 including VAT** for 6 month extensions/renewals.

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