



Alexandre Boyes

SALES | LETTINGS | BLOCK MANAGEMENT

FEES TO LANDLORDS

LEVELS OF SERVICE

LET ONLY: 12% INCLUSIVE OF VAT

- Advising on potential rent from the property & preparing the property for renting, including advice on safety regs & insurance.
- Marketing the property on all of the major property portals and on our own mobile friendly website.
- Meeting with prospective tenants & negotiation of terms. We use an independent referencing service to provide references from previous landlords, employers & credit history.
- Produce & execute tenancy documents.
- Arrangement of any relevant contractors including cleaning and inventory.
- Obtaining proof of an online instruction to the tenants' bank for the monthly rent.
- Collection of the first months rent and deposit & protect the deposit in accordance with current guidelines.
- Once we are in receipt of cleared funds and signed contracts we will proceed with moving the tenant into their new home.

ENHANCED LET ONLY: 15% INCLUSIVE OF VAT

- This service will include all of the services offered on the Let Only agreement but will also include Alexandre Boyes collecting the monthly rent on your behalf.
- Rent will be transferred to the Landlord along with a statement outlining monies received and any necessary deductions made for fees or maintenance/Repairs.
- We will chase any late payments on your behalf.
- Ensure legal certification mentioned above is issued correctly and will remain up to date

FULL MANAGEMENT: 18% INCLUSIVE OF VAT

- This service will include all of the services offered on the Let Only and Rent Collection agreements.
- Our full time property managers will be the point of contact for your Tenants. They offer hands on, tangible, professional support with strong relationships with local contractors.
- We will carry out property inspections twice a year. Any issues will be reported to you and addressed accordingly.
- Any necessary day to day repairs and / or maintenance and management matters will be dealt with on your behalf. All works will be confirmed with you prior to instruction unless they are an emergency.
- We offer a 24/7 emergency call out service to all tenants in our managed properties.
- Hold keys throughout the tenancy term.

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Setup Fee (Rent Collection and Full Management Only) (Landlords Share): £600 (inc VAT)
- Inventory Fee, Check In Fee and Check Out Fee: See attached Schedule
- Dependent on the number of bedrooms and/or size of the property and outbuildings

LET ONLY:

- Deposit Re-registration annual charge £60.00 inclusive of VAT
- Fixed Term Renewal £216.00 inclusive of VAT

FULL MANAGEMENT AND RENT COLLECTION:

- Administering Lease Term Renewal after expiry of Initial Fixed Term £144.00 inclusive of VAT
- Service of Section 21 Notice on Tenant £90.00 inclusive of VAT

THE FOLLOWING SERVICES ARE IN ADDITION TO THE ABOVE AND FORM THE SUBJECT OF AN ADDITIONAL CHARGE*

Checking and making any alterations requested by your solicitor to our standard Tenancy Agreement (per hour or part of an hour)	£90.00
Service of Notices to terminate a Tenancy when we are not managing the Premises	£90.00
Visits during a void period using our caretaking service (per calendar month for one visit each week during office hours)	£180.00
Management inspection (as a one off for Let Only and Rent Collection Landlords or as additional to Full Management Landlords, rate per visit)	£60.00
Instructing contractors during a void period or if we are not managing the Premises administration fee (payable in advance together with the cost of the contractor. This Service is only offered provided we have written instructions from the Landlord and hold sufficient cleared funds to cover the cost of the work plus our fees).	£60.00
A supervisory fee of the total cost of any work including the supervisory of partial or total refurbishment in excess of £500.00 including VAT but subject to a minimum	14%
The administration fee for membership of the Tenancy Deposit Scheme ("TDS"), paid annually in advance	£60.00
Overseeing the negotiation of the Deposit return on a Let Only Service (payable at the commencement of the Tenancy)	£150.00
Preparation of documentation for County Court proceedings or TDS adjudication (rate per hour, with a minimum fee of £360 including VAT. Our attendance at court or any tribunal on your behalf will be charged at £180.00 including VAT per hour plus our reasonable costs and expenses).	£180.00
Duplicate statements and/or annual statements (rate per statement).	£30.00
Making a same day bank transfer	£15.00
Sending a CHAPS payment	£30.00
Paper copies of any correspondence (rate per year)	£30.00
On a 'Let Only' agreement, should rent be paid to Alexandre Boyes Ltd after the first two initial rental payments there will be handling fee	£36.00
Changing bank details mid Tenancy or arranging payments to be made to a different account (payable prior to the changes taking effect).	£30.00
In accordance with the Finance Act 1995 Alexandre Boyes are legally obliged to file a tax return stating the names and address of our clients. A deduction in respect of Income Tax will be made until a valid exemption certificate is obtained from the Inland Revenue and lodged with Alexandre Boyes Ltd. If you are resident overseas and have not applied for self-assessment, you will need to complete the appropriate form, this being the online NRL1i or NRL2i. Quote our Agent Scheme number NA037611. On Fully Managed Properties Alexandre Boyes Ltd will charge for quarterly returns to the Inland Revenue for Overseas Landlords (per quarterly return submitted)	£60.00
Submitting Details to Inland Revenue on an annual basis for exempt overseas Landlords	£96.00

*All prices are inclusive of VAT

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF



Alexandre Boyes

SALES | LETTINGS | BLOCK MANAGEMENT

AB ONLINE FEES

At Alexandre Boyes we believe in traditional service delivered in a modern manner. Which is why we offer you the flexibility to appoint a knowledgeable and experienced Tunbridge Wells letting agent to manage the entire lettings process, or simply be on hand to support you if you choose our AB Online lettings service instead.

We know that there are many clients who understand their local property market inside out, and prefer to be hands on when it comes to letting their property. They just need a little help getting their property out into the market and online.

Using AB Online is a straightforward and transparent process which puts you entirely in control of your costs.

FOR A FIXED UPFRONT FEE OF £300.00 INCLUSIVE OF VAT, A MEMBER OF OUR LETTINGS TEAM WILL:

- Attend your property and provide you with an accurate rental valuation
- Advertise your property on the Alexandre Boyes website and on Rightmove
- Arrange a To Let board to be positioned prominently at your property
- Put all interested applicants in touch with you directly to coordinate viewing arrangements

WE RECOGNISE THAT YOU MAY NEED HELP IN OTHER ASPECTS OF THE LETTING PROCESS, THEREFORE YOU CAN ADD ON THE BELOW OPTIONAL EXTRAS TO SUIT YOUR NEEDS, CHARGEABLE AT £90.00 INCLUSIVE OF VAT PER ITEM:

- Referencing and Right to Rent checks
- Tenancy Agreement
- Deposit Registration
- Compliance – to include arranging of GSC, EPC and EICR only
- Pre Tenancy Admin – organisation of professional cleaning and inventory check in
- Landlord ICO Registration (plus £40.00 ICO Registration Fee)