



## **BnR Property Services**

A complete property management solution

Correspondence Address: 9 Brook Street Wymeswold Leicestershire LE12 6TT  
Tel: 01509 767920 Email: [lettings@bnrpropertyservices.co.uk](mailto:lettings@bnrpropertyservices.co.uk)

### Residential Landlord Letting Services and Charges

#### Lettings Services available

We have developed a few services that can be used by the Landlord not all Landlords need a full Management Service. We are here to help with all our services, speak to our Lettings Team for any service you require.

### Residential Landlord Letting Services and Charges

#### Lettings Services

#### THERE ARE NO SET UP CHARGES

Level of Service	Tenant Find Fixed Price £180.00 (Inclusive of VAT)	Let Only Fixed Price £384.00 (Inclusive of VAT)	Rent Collection 6% of Rent (Inclusive of VAT)	Full Management Service 8.4% of Rent (Inclusive of VAT)
Take Property marketing photos	X			
Prepare advertising and market	X			
Advertise Property on all major portals and website	X	X	X	X
Erect to Let board outside the property in accordance with Town and Country Planning ACT 1990	X	X	X	X
Vet leads from potential Tenants and refer leads to Landlord/Property Owner	X			
Charge payable in advance of service supplied	X			
Advise presenting the property for rent to include any safety certificates required and possible refurbishment		X	X	X
Agree the rent and source a tenant in accordance with the Landlord guidelines		X	X	X
Provide guidance with letting consents and on compliance with statutory provisions		X	X	X
Advise on non-resident tax status and HMRC (if relevant)		X	X	X
Conduct accompanied viewings		X	X	X
Full profile check of Tenant(s) completed (Tenant		X	X	X

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Referencing) to check Tenants Right to Rent status				
Prepare and Arrange appropriate Tenancy Agreement		X	X	X
Collect Deposit for the Landlord to Arrange for the Deposit to be registered between the Landlord and the Tenant(s). To be held in a Government Deposit Scheme		X	X	X
Provide the Tenant(s) with the Government How to Rent Guide		X	X	X
Provide the Tenant(s) with a copy of the current Gas Safe Test Certificate		X	X	X
Provide the Tenant(s) with a copy of the EPC (Energy Performance Certificate)		X	X	X
Collect and remit initial months' rent received		X	X	X
Provide Tenant(s) with method of payment for future payments		X	X	X
Deduct any pre-tenancy invoices and charge for service		X	X	X
Agree any shortfall and payment method		X	X	X
Make HMRC deduction if relevant and provide tenant with NRL8 (if relevant)		X	X	X
Collect and remit the monthly rent received			X	X
Deduct commission and other works from these services ongoing			X	X
Arrangement payments from rental for statutory requirements			X	X
Pursue non-payment of rent and provide advice on rent arrears actions			X	X
Deal with all Tenant rental queries			X	X
Advise all relevant utility providers of changes and Council Tax				X
Undertake quarterly/bi-annually inspection visits per Tenancy and notify Landlord and Tenant of the outcome Arrange routine repairs and instruct approved contractors, providing two quotes if necessary				X
Rent Review Annually				X
Hold keys throughout the tenancy term				X
Schedule A of Condition (Inventory) To prepare a full report of content and state of the property. Dependent on the number of bedrooms and/or size of the property and outbuildings.				X
Complete end of tenancy inspection and providing the report to the Landlord and Tenant(s)				X
Dealing with the Deposit enquiries and disputes negotiations if any				X
Deal with all Tenant enquiries and queries				X

## **Additional Charges and Fees**

### **Deposit Registration £50.00 (Inclusive of VAT)**

Protect the security deposit with a Government authorised scheme, registering the Landlord and Tenant details. Providing the Tenant(s) with the deposit certificate and prescribed information within 30 days of the start of the Tenancy.

### **Negotiations of deductions from deposit £120.00 (Inclusive of VAT)**

**NOTE\*\* When not included in the Full Management Service and the Agent has protected the Deposit**  
Preparation and Submitting the Evidence to the Deposit Protection Scheme and dealing with all correspondence relating to the dispute.

### **Inventory Charge £120.00 (Inclusive of VAT)**

**NOTE\*\* When not included in the Full Management Service**

Preparation of report detailing the condition of the property and contents with photographs supplied to support the report.

### **Updating and Amendment of Tenancy Agreement £120.00 (Inclusive of VAT)**

This includes Contract negotiation, amending terms and updating the Tenancy Agreement during the tenancy term.

### **Paper Copies £3.00 Per Month (Inclusive of VAT)**

- Monthly rent remittances
- Monthly Statements

### **Provision of a statement showing gross income and expenditure £60.00 (Inclusive of VAT)**

### **Early Termination Fee £300.00 (Inclusive of VAT)**

Should the Landlord wish to cancel the terms of business, decide to proceed to privately rent or instruct another Agent during a Sole Tenancy Agreement to proceed to rent the property or when a holding deposit from the Tenant has been taken to proceed to Reference checks. Or Withdrawal of entering into a Tenancy Agreement when instructing BNR to proceed. This charge covers the work already completed of Advertising and Marketing the Property for Let.

### **Tenancy Renewal £168.00 (Inclusive of VAT)**

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

### **Additional Property Visits £60.00 (Inclusive of VAT)**

To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy than the quarterly inspection visits or any maintenance-linked visit. Meter Readings for Gas, Electric and Solar Panels additional to those taken on Quarterly inspections if required with all-inclusive accommodation. Waiting at the property for Landlords appointed contractor, following a pre-arranged appointment.

### **Additional Reporting to the HMRC £48.00 (Inclusive of VAT)**

To respond to any specific query relating to the return from the landlord or HMRC

### **Obtaining more than two contractor quotations £12.00 (Inclusive of VAT) per quotation required.**

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**Key cutting Administration charge £30.00 (Inclusive of VAT) Plus the cost of the Keys, Security Devices and Key Cards.**

**Rent Review charge £90.00 (Inclusive of VAT)**

**NOTE\*\* When not included in the Full Management Service**

Review the current market conditions and advise the Landlord. Negotiate with tenant and advise the tenant to make the appropriate payment change. Update the tenancy agreement and serve section notice if relevant.

**Interest on Unpaid Rental Commission**

3.6% above the Bank of England Base Rate from due date until paid.

**Serving Section Notices including Arrears and Possession £90.00 (Inclusive of VAT)**

**Right to Rent Follow Up Check £18.00 (Inclusive of VAT) Per Check**

**NOTE\*\* Repeat check completed for our Rent Collection and Full Management Services only**

To undertake a check of the Tenant(s) on a time limited visa in accordance with the Immigration Act 2016. To notify the Home Office should an Illegal Immigrant/migrant be identified.

**Arrangement Charge for Works required (5% of cost)**

**NOTE\*\* When not included in the Full Management Service**

- Arranging Access for Contractor and assessing work required to include costs
- Ensuring work has been completed as per Instruction/quotation
- Retaining guarantee and/or warranty for works completed

**Contractors Charge 12% of Contractors Invoice (Inclusive of VAT)**

To arrange and facilitate the visit of a vetted Tradesperson.

**SALE OF PROPERTY TO TENANT OR THIRD PARTY - £540.00 (Inclusive of VAT)**

Introduction of a buyer i.e. tenant or third-party subject to contract and issue of sales memorandum. Payable on completion of sale.

**Checkout charge £96.00 (Inclusive of VAT)**

**NOTE\*\* When not included in the Full Management Service**

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend or check property against original inventory
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- If agreement cannot be reach request final adjudication from Deposit Protection Scheme
- Unprotect Security Deposit
- Instruct contractors; obtain quotes; organise repairs, replacement and cost of any broken or missing items (If required).

**Court/Tribunal Attendance £180.00 (Inclusive of VAT) per day/part there of**

**If you have any questions about our Charges and Fees, please ask a Member of Staff**

\*\*All Prices are the total price and inclusive of VAT unless expressly stated otherwise.

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