



Hybrid Sales & Lettings
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October 2018



Client Money Protection (CMP) provided by ARLA Propertymark



Independent Redress provided by PRS

LANDLORD FEES

Fees vary depending on our 3 service levels (Fully Managed, Rent Collection or Tenant Find). We can also take over existing tenancies and offer a range of tailored services.

If you have more than one property we are happy to negotiate our fees, please call to discuss.

FULLY MANAGED SERVICE

1. Set Up Fee £275

The setup fee includes

- agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. Marketing and advertising the property; erecting a board in accordance with Town and Country Planning Act 1990, carrying out accompanied viewings as appropriate.
- providing notification of non-resident tax status and making an HMRC deduction.
- advising on refurbishment and providing guidance on compliance with statutory provisions and letting consents.
- Preparing and arranging signing of tenancy agreement (AST)
- Registering the deposit - All tenants' deposits must be registered with a Government-authorized Scheme. Landlord and tenant details are registered, the security deposit protected, the tenant(s) are provided with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Hybrid Sales & Lettings Ltd is Tenancy Deposit Scheme (TDS).

2. Monthly Fee (% of the monthly rent) from 7.5% - Min Fee £70

This is calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements.

When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions.

It includes one property visit 3 months after commencement of the tenancy and then one further visit per fixed term tenancy period. The landlord is advised of the outcome.

This fee covers advising all utility providers of any tenancy changes, arranging routine repairs and holding the keys during the tenancy.

3. Inventory / Check-in / Check-out Fee POA





A detailed inventory, providing a detailed catalogue of the let property, an unbiased record of its condition any items included in the tenancy, forms part of the legally binding contract between the tenant and the landlord. Hybrid Sales & Lettings Ltd employs independent specialists to prepare inventories. The cost of the inventory, check-in and check-out, varies dependent on the number of bedrooms and outbuildings the property has.

4. Renewal Fee £80

If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement.

5. Arrange Gas Safety Certificate £20

The Gas Safety (Installation and Use) Regulations 1998 state that all new, let and managed properties must have a gas safety certificate to start the tenancy and must be tested annually for safety. Hybrid Sales & Lettings Ltd appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of testing and producing the certificate.

6. Additional Contractor Quotes £20

If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.

7. Arrangement Fee for Works over £250

When the invoice for essential work exceeds £250, a fee of 7.5% of the works' invoice is charged in respect of arranging the works and assessing costs with the contractor(s); for ensuring all works have been carried out in accordance with the specification of the works; processing payment and retaining any warranty or guarantee.

8. Quarterly Submission of non-resident Landlords to HMRC £40 quarterly

This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC.

9. Annual submission of non-resident Landlords to HMRC £70

An annual submission is also required.

10. Additional Property Visits £45

If a visit (over and above the visits included in the monthly fee) is required – for example at the specific request of the Landlord, or to resolve a neighbour dispute, facilitate a contractor quote etc., a fee is charged.

11. Rent Review Fee £45

12. Serving notice to quit (under Section 21 of the Housing Act 1988) £90

13. Serving notice to seek possession (under Section 8 of the Housing Act 1988) £125

14. Court Attendance £180 per half day + expenses





In the unfortunate event where Hybrid Sales & Lettings Ltd might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.

15. Withdrawal Fee Actual Costs Incurred

When a Landlord terminates an agreement before the tenancy has started, any actual costs incurred in the marketing and set up of the property are passed to the landlord.

16. Withdrawal Fee 1 calendar month's rent

When a Landlord terminates an agreement and the tenant remains in the property. The fee includes advising the tenant of their security deposit status.

17. Dispute Fee £90

Post checkout if any proposed deductions from the security deposit are disputed by the tenant, this fee covers compiling the relevant documentation to support the landlord's position.

18. Selective Licence Application (Freehold Property) £95

Research and collate required information for submission to LA. (Note If inspection a property inspection fee will be charged).

19. Selective Licence Application (Leasehold Property) £150

Research and collate required information for submission to LA. (Note If inspection of property is required an additional property visit fee will be charged).

RENT COLLECTION SERVICE

The fees charged for Hybrid Sales & Lettings Ltd Rent Collect Service are set out below. The services provided in respect of these fees are as for our Fully Managed Service described above, unless otherwise stated.

1. Set Up Fee £325

2. Monthly Rent Collection Fee 5% Min Fee £48

This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements.

When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. This fee covers advising all utility providers of any tenancy changes.





TENANT FIND SERVICE

Hybrid Sales & Lettings Ltd Tenant Find Service is a Fixed Fee of £650.00 per property/tenancy

The setup fee includes

- a) agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. This involves marketing and advertising the property; erecting a board in accordance with Town and Country Planning Act 1990, then carrying out accompanied viewings as appropriate.
- b) providing notification of non-resident tax status and making an HMRC deduction.
- c) advising on refurbishment and providing guidance on compliance with statutory provisions and letting consents.
- d) Preparing and arranging signing of tenancy agreement (AST)
- e) Registering the deposit - All tenants' deposits must be registered – by law – with a Government-authorised Scheme. We register the landlord and tenant details, protect the security deposit, providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Hybrid Sales & Lettings Ltd is Tenancy Deposit Scheme (TDS).

Hybrid Sales & Lettings Ltd collects and remits the first month's rent received, deducting commission and payment for other works, and supplies a statement.

EXISTING TENANCY

Hybrid Sales & Lettings Ltd are happy to assist with tenancies already in existence where no marketing service is required and can provide a range of tailored services to suit, for this there will be an initial set-up fee of £375 per property/tenancy.

The set-up fee includes

- a) Initial property Inspection and rental appraisal.
- b) providing notification of non-resident tax status and making an HMRC deduction.
- c) advising on refurbishment and providing guidance on compliance with statutory provisions and letting consents.
- d) Preparing and arranging signing of tenancy agreement (AST)
- e) Registering/Reregistering the deposit - All tenants' deposits must be registered – by law – with a Government-authorised Scheme. We register the landlord and tenant details, protect the security deposit, providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Hybrid Sales & Lettings Ltd is Tenancy Deposit Scheme (TDS).





ADDITIONAL SERVICES

These services are optional and as described for the Fully Managed Service (unless otherwise stated.)

1. Inventory / Check-in / Check-out Fee POA
2. Arrange Gas Safety Certificate £20
3. Renewal Fee £90
4. Rent Review Fee £45
5. Quarterly Submission of non-resident Landlords to HMRC £45
6. Annual submission of non-resident Landlords to HMRC £75
7. Tenancy advice and Landlord support can be provided and will be charged according to the type of advice and time required. Minimum charge £45
8. Selective Licence Application (Freehold Property) £95
9. Selective Licence Application (Leasehold Property) £150

Research and collate required information for submission to LA. (Note If inspection of property is required an additional property visit fee will be charged).

