HMO Rent Collection Service & Fees

If you're an experienced landlord, happy to look after the day-to-day maintenance and safety of the property yourself, but want someone else to market the property, undertake the viewings and set up the tenancies and then collect the monthly rental payments from all the tenants, our Rent Collection Service is ideal for you.

Our Rent Collection service includes:

- A **Free** initial consultation to establish the best room rental rates and how to market your HMO
- Property take-on assessment and letting report to include a full HMO Fire Risk Assessment, and servicing, testing and certification of fire alarm systems to ensure your house meets all legal and local authority requirements and is ready to let

Finding you professional Tenants:

- Marketing your property on the best websites including specialist room rental websites
- Arranging and undertaking viewings at times that suit prospective tenants
- Tenant interviewing and selection to ensure a good fit for the house
- Full tenant referencing, credit and right to rent checks
- Full guarantor referencing and obtaining a Guarantor Agreement (if applicable – charge applies)
- Preparation and signing of the Tenancy Agreement
- Issuing all prescribed documentation ensuring legal requirements are met
- Assisting you to lodge your tenant deposits with the Deposit Protection Service (DPS)
- Standard photographic room Inventory
- Check-in of tenants

Ongoing Rent Collection:

- Setting up tenant direct debits and ongoing collection of monthly rent
- Arrears management with any late rent payments chased with Tenants (and their Guarantors if applicable)
- Monthly statement of rent received and transfer into your account
- All tenant and client money fully protected by our Client Money Protection Insurance and membership of UKALA. We are also members of the National Residential Landlords Association.

<u>All</u> of the above services are included for the below charges – *<u>no hidden extras or add-ons</u>*:

	Excluding Vat	Including Vat
Property take-on fee including a full Fire Risk Assessment and servicing, testing and certification of fire alarm systems plus a property take-on lettings report	£484 for larger HMOs with Grade A system £404 for smaller HMOs with Grade D system *charged once only*	£580.80 for larger HMOs with Grade A system £484.80 for smaller HMOs with Grade D system *charged once only*
Monthly Rent Collection fee	6% of rent collected	7.2% of rent collected
New Tenant find fee	£365	£438
Guarantor referencing & obtaining a Guarantor Agreement (if applicable)	£25 per Guarantor	£30 per Guarantor

We can provide **additional services** for our Rent Collection Landlords as per below:

	Excluding Vat	Including Vat
Professional photo and video package	Quoted per property	Quoted per property
Admin set-up fee to take over an already tenanted property	£300	£360
Annual Section 13 Tenant Rent Increases	£45 per tenancy	£54 per tenancy
Checking tenants out of the property at the end of the tenancy	£125	£150
HMO, Additional & Selective Licence Applications (*once every 5 years*)	£125	£150
Additional property visits & services including surveyor visits and council inspections	£30 per hour for time spent	£36 per hour for time spent
Serving Section 8 Notice of Eviction	£150	£180

For any other services not listed above, please ask and we'll do our best to help.

Single Let Rent Collection Service & Fees

If you're an experienced landlord, happy to look after the day-to-day maintenance and safety of the property yourself, but want someone else to market the property, undertake the viewings and set up the tenancies and then collect the monthly rental payment from the tenants, our Rent Collection Service is ideal for you.

Our Rent Collection service includes:

- A **Free** initial consultation to establish the best room rental rates and how to market your property
- Property take-on assessment and lettings inspection report, including all set-up items to ensure your property meets all legal and local authority requirements and is ready to let

Finding you professional Tenants:

- Marketing your property on the best websites
- Arranging and undertaking viewings at times that suit prospective tenants
- Tenant interviewing and selection to ensure a good fit for your property
- Full tenant referencing, credit and right to rent checks
- Full guarantor referencing and obtaining a Guarantor Agreement (if applicable – charge applies)
- Preparation and signing of the Tenancy Agreement
- Issuing all prescribed documentation ensuring legal requirements are met
- Assisting you to lodge your tenant deposits with the Deposit Protection Service (DPS)
- Check-in of tenants

Ongoing Rent Collection:

- Setting up tenant direct debits and ongoing collection of monthly rent
- Arrears management with any late rent payments chased with Tenants (and their Guarantors if applicable)
- Monthly statement of rent received and transfer into your account
- All tenant and client money fully protected by our Client Money Protection Insurance and membership of UKALA. We are also members of the National Residential Landlords Association.

All of the above services are included for the below charges – *no hidden extras or add-ons*:

	Excluding Vat	Including Vat
Property take-on fee which includes a lettings inspection report plus all set-up items to prepare your property for letting	£199 *charged once only*	£238.80 *charged once only*
Monthly Rent Collection fee	6% of rent collected	7.2% of rent collected
New Tenant find fee	£250 + Inventory charge (min. £200)	£300 + Inventory charge (min. £240)
Guarantor referencing & obtaining a Guarantor Agreement (if applicable)	£25 per Guarantor	£30 per Guarantor

Single Let Rent Collection Service & Fees

Our prices for **additional services** for our Rent Collection Landlords are below:

	Excluding Vat	Including Vat
Professional photo and video package	Quoted per property	Quoted per property
Photographic Property Inventory (recommended) **Inventory charge based on size of property*	Quoted per property (min. £200)	Quoted per property (min. £240)
Admin set-up fee to take over an already tenanted property	£200	£240
Annual Section 13 Tenant Rent Increases	£45 per tenancy	£54 per tenancy
Checking tenants out of the property at the end of the tenancy	£125	£150
HMO, Additional & Selective Licence Applications (*once every 5 years*)	£125	£150
Additional property visits & services including surveyor visits and council inspections	£30 per hour for time spent	£36 per hour for time spent
Section 8 Notice of Eviction	£150	£180

For any other services not listed above, please ask and we'll do our best to help.

Student Rent Collection Service & Fees

If you're an experienced landlord, happy to look after the day-to-day maintenance and safety of the property yourself, but want someone else to market the property, undertake the viewings and set up the student tenancy and then collect the monthly rental payments from all the students, our Rent Collection Service is ideal for you.

Our Rent Collection service includes:

- A **Free** initial consultation to establish the best rental rates and how to market your property
- Property take-on assessment and letting report to include a full HMO Fire Risk Assessment, and servicing, testing and certification of fire alarm systems to ensure your house meets all legal and local authority requirements and is ready to let

Finding you Students:

- Marketing your property on the main student property websites & student portals
- Arranging and undertaking viewings at times that suit prospective students
- We will interview the students to make sure they are a good fit for the house
- Full student referencing, credit and right to rent checks
- Full guarantor referencing and obtaining a Guarantor Agreement
- Preparation and signing of the Student Tenancy Agreement
- Issuing all prescribed documentation ensuring legal requirements are met
- Collection of the first month's rent and deposit
- Statement of monies collected and transfer into your account
- Check-in of students including a full photographic inventory (if required)
- Offering a Utility Services package via UniHomes for easy bills management

Ongoing Rent Collection:

- Setting up tenant direct debits and ongoing collection of monthly rent
- Arrears management with any late rent payments chased with Tenants (and their Guarantors if applicable)
- Monthly statement of rent received and transfer into your account
- All tenant and client money fully protected by our Client Money Protection Insurance and membership of UKALA. We are also members of the National Residential Landlords Association.

BPP

DPS NRLA BUSINESS MEMBER UK ALA

Student Rent Collection Service & Fees

All of the above services are included for the below charges – *no hidden extras or add-ons*:

	Excluding Vat	Including Vat
Property take-on fee including a full Fire Risk Assessment and servicing, testing and certification of fire alarm systems plus a property take-on lettings report	£484 for larger HMOs with Grade A system £404 for smaller HMOs with Grade D system *charged once only*	£580.80 for larger HMOs with Grade A system £484.80 for smaller HMOs with Grade D system *charged once only*
Monthly Rent Collection fee	6% of rent collected	7.2% of rent collected
New Students find fee **Applies when **ALL** New students for the new academic year*	Quoted per property based on no. rooms with min. fee £895 + Inventory charge	Quoted per property based on no. rooms with min. fee £1074 + Inventory charge
New Tenancy where Replacing / Changing some individual Students & Guarantors for new academic year **Applies when some existing tenants are staying and some new tenants for the new academic year*	50% of new student find fee (subject to min. fee £447.50) + £100 per new student + Inventory Charge	50% of new student find fee (subject to min. fee £537) + £120 per new student + Inventory Charge
Annual Students Tenancy Section 13 Rent Increase **Applies when **ALL** existing students are staying in the property for the new academic year & rent increased*	£375 *Includes market research to establish market rent recommendations and issuing Section 13 documentation*	£450 *Includes market research to establish market rent recommendations and issuing Section 13 documentation*
Full Photographic Property Inventory (recommended) **min £200 + vat depending on size of property*	Quoted per property based on number of rooms (min. £200)	Quoted per property based on number of rooms (min. £240)

We can provide **additional services** for our Rent Collection Landlords as per below:

	Excluding Vat	Including Vat
Professional photo and video package	Quoted per property	Quoted per property
Admin set-up fee to take over an already tenanted property	£300	£360
Checking tenants out of the property at the end of the tenancy	£125	£150
HMO, Additional & Selective Licence Applications (*once every 5 years*)	£125	£150
Additional property visits & services including surveyor visits and council inspections	£30 per hour for time spent	£36 per hour for time spent
Serving Section 8 Notice of Eviction	£150	£180

For any other services not listed above, please ask and we'll do our best to help.

Bristol Property Partnership, Horfield House, 10 Lockleaze Road, Bristol, BS7 9RR
Tel: 0117 379 0420 www.bristolpropertypartnership.co.uk
Bristol Property Partnership Ltd, Registered in England. Registration Number 09006532