

## Property Management Residential Landlord Fees and Charges

What we charge you depends on what kind of property we are managing and the scope of service you require.

All fees and charges below are shown including VAT.

### Management, Renewal and Receiving Rent

Between 7.5% - 15.00% of the rent.

We will:

- Appoint a local Letting Agent to advertise your property for letting
- Keep you up to date on compliance and health & safety
- Collect and where required hold the deposit
- Chase late rent payments
- Discuss renewal or termination, the third-party Letting Agent will then undertake the formal renewal or termination process
- Deal with day to day management including repairs
- Give utility suppliers meter readings when the tenancy starts and ends
- Hold a working fund and make payments, including handling service charges
- Organise the following safety checks: gas safety record, electrical safety tests, smoke and carbon monoxide alarms
- Visit the property at least once a year
- Manage the end of tenancy process and deposit return

### Vacant Management - before you let or between tenancies

This depends on what you need but will incur a minimum hourly rate of £114.00.

Service	Charge
Land registry check	Included
Tenancy paperwork Making an inventory Paperwork for renewing a tenancy Cancelling a let before a tenant moves in	Kempton Carr Croft does not charge for any tenancy paperwork, making an inventory, paperwork for renewing a tenancy, cancelling a let before a tenant moves in.  The Letting Agent employed to let your property may charge a fee. It is the landlord's responsibility to check the Letting Agent's residential landlord fees and charges.

### Table of property management charges

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
<b>CHARGE APPLICABLE</b>			
<b>Right to Rent checks</b>	Charges dependent on the Letting Agent employed to Let your property.		N/A
<b>Deposit registration</b>	Included if registered by Kempton Carr Croft.	N/A	N/A
<b>Inventory check-in</b>	Third-party charge dependant on Letting Agent. Kempton Carr Croft does not attend inventory check-ins.	Third-party charge. Kempton Carr Croft does not attend inventory check-ins. The agreement will say if the tenant will pay one of these charges or if both landlord and tenant are liable.	
<b>Inventory check-out</b>	Third-party charge, dependant on Letting Agent. Kempton Carr Croft does not attend inventory check-outs.	Third-party charge Kempton Carr Croft does not attend inventory check-outs. The agreement will say if the tenant will pay one of these charges or if both landlord and tenant are liable.	
<b>Tenant and/or guarantor references</b>	Third-party charge, dependant on Letting Agent. Kempton Carr Croft does not undertake referencing.		N/A
<b>Change of sharer</b>	Third-party charge, dependent on Letting Agent. Kempton Carr Croft will also charge an administration fee of £144.00.	N/A	N/A
<b>Change of additional sharer that takes place at the same time as above</b>	Third-party charge, dependent on Letting Agent. Kempton Carr Croft will also charge an administration fee of £57.00.	N/A	N/A
<b>Right to Rent expiring time limited document check</b>	Third-party charge, dependant on Letting Agent.		N/A

**Table continued from above:**

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
	<b>CHARGE APPLICABLE</b>		
<b>Change in ownership set-up, per property based on the work involved</b>	Included		
<b>Serving a Section 13 Notice</b>	Kempton Carr Croft does not serve Section 13 Notice's. The charges incurred are dependent on the Solicitor employed by the landlord.		
<b>Attending court per hour</b>	£210.00		
<b>Attending court (one of our Directors) per hour</b>	£270.00		
<b>Sending a CHAPS (same day) payment in the UK</b>	£25.00		
<b>Making a payment outside the UK</b>	Costs incurred by the receiver		
<b>Submitting non-residential landlord returns to HMRC per landlord</b>	£120.00		
<b>Consolidated statement</b>	Included		
<b>Copy of head lease from the HM Land Registry website (where available)</b>	Included		
<b>Transferring deposit to landlord or other agent during tenancy</b>	Included	N/A	N/A
<b>Helping you recover deposits through TDS adjudication</b>	£210.00 per hour	N/A	N/A

### Charges for managed tenancies only

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
	<b>CHARGE APPLICABLE</b>		
<b>Payment of service charges</b>	Included		
<b>Arranging works or refurbishment over £1000</b>	Repairs or Maintenance beyond the remit of 'Minor Repairs' - £180.00 per hour and Major Repairs or Maintenance by negotiation prior to works commencing.		
<b>Meeting contractors, third parties to assist with insurance claims, HMO visits and/or any additional property visits</b>	£210.00 per hour		
<b>Any licensing application</b>	Kempton Carr Croft does not carry out any licensing applications. The charges incurred are dependent on the third-party employed by the landlord.		
<b>Any licence holding</b> (where you live outside the UK and the local authority scheme insists on a UK based holder)	Kempton Carr Croft does not carry out any licensing applications. The charges incurred are dependent on the third-party employed by the landlord.		

### Charges for non-managed tenancies only

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
	<b>CHARGE APPLICABLE</b>		
<b>Arranging inventory appointments</b>	£60.00 per appointment		
<b>Serving a Section 21 Notice</b>	Kempton Carr Croft does not serve Section 21 Notices. The charges incurred are dependent on the Solicitor/Letting Agent employed by the landlord.		