



Harpers & Co

Residential Lettings
Fees & Services



Letting Services

Harpers & Co. are able to offer a full range of services. Individual needs will be discussed with each client and applicant comprehensively. Each product is dependent upon the type of service required by the Landlord, and can be configured to suit all Landlord's requirements.

Harpers & Co. offer Landlords the following services:

Tenant Find, Rent Collection (Interim management), Full Management, & Property Portfolio Management

Option 1: Tenant Find 5 weeks of rent (Inc VAT)

Landlords with some Legal and Property Management knowledge in the Residential Lettings sector, as well as those that do not have a busy work schedule often prefer this service, particularly if they live close to the property and feel they can best service the properties needs on a day to day basis.

Service Includes:

- *Agree the market rent and find a tenant in accordance with the landlord guidelines;*
- *Advice on refurbishment*
- *Provide guidance on compliance with statutory provisions and lettings consents*
- *Carry out accompanied viewings (as appropriate)*
- *Market the property and advertise on relevant portals*
- *Erect board outside property in accordance with Town and Country Planning Act 1990*
- *Advise on non-resident tax status and HMRC (if relevant)*
- *Collect and remit initial months' rent received*
- *Agree collection of any shortfall and payment method*
- *Provide tenant with method of payment*
- *Deduct any pre-tenancy invoices*
- *Make any HMRC deduction and provide tenant with NEL8 (if relevant)*

Option 2: Rent Collection 7.5% OF RENT (Inc VAT)

Suited to Landlords who live near their investment and are happy to liaise with their tenants directly regarding all maintenance issues.

Service Includes:

- *Collect and remit the monthly rent received*
- *Deduct commission and other works*
- *Pursue non-payment of rent and provide advice on rent arrears*
- *Make any HMRC deduction and provide tenant with the NRL8 (if relevant)*

Option 3: Full Management Service 12.5% (Inc VAT)

Ideally suited to the Landlord who wishes for minimal involvement in the lettings management of their investment property.

- *Tenant find plus:*
- *Collect and remit the monthly rent received*
- *Deduct commission and other works*
- *Pursue non-payment of rent and provide advice on rent arrears*
- *Advise all relevant utility providers of changes*
- *Undertake two inspection visits per annum and notify landlord of the outcome*
- *Arrange routine repairs and instruct approved contractors (providing two quotes)*
- *Hold keys throughout the tenancy term*
- *Make any HMRC deduction and provide tenant with the NRL8 (if relevant)*

Landlords selecting our full management option will be assigned a Property Manager who will look after the day-to-day management of the property and liaise with the tenants. Our Property Managers aim to take care of everyday maintenance issues and offer a Landlord complete peace of mind.

We are able to negotiate special management rates for Landlords with large property portfolios. Please contact our Lettings team for a non-committal conversation regarding your current arrangement.

Landlord Fees

These are additional, non-optional fees & charges which will be applied irrespective of which level of service you choose with Harpers & Co.

Deposit registration fee	£35.00 (Inc VAT)
<ul style="list-style-type: none">• Registration of both landlord and tenant's details• Protection of the security deposit with a Government authorised scheme• Provide the tenant(s) with the deposit certificate and prescribed information within 30 days of start of tenancy	
Submission of non-resident landlord receipts to HMRC	£60.00 (Inc VAT) quarterly
<ul style="list-style-type: none">• 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	
Arrangement Fee for works over £500.00	5% of net cost
<ul style="list-style-type: none">• Arranging access and assessing costs with contractor• Ensuring work has been carried out in accordance with the specification of works• Retaining any warranty or guarantee as a result of any works	
Rent review fee	£120.00 (Inc VAT)
<ul style="list-style-type: none">• Review rent in accordance with current prevailing market conditions & advise the landlord accordingly• Direct tenant /s to make payment changes as appropriate• Update the tenancy agreement• Serve Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee	£140.00.00 (Inc VAT)
<ul style="list-style-type: none">• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Inventory Fee	£140.00 - £200.00 (Inc VAT)
<ul style="list-style-type: none">• Dependant on the number of bedrooms and/or of the property and outbuildings	
Checkout Fee	£120.00 - £180 (Inc VAT)
<ul style="list-style-type: none">• Agree with tenant check out date and time appointment• Instruct inventory provider to attend• Negotiate with landlord and tenant any disbursement of the security deposit• Return deposit as agreed with landlord and tenant relevant parties• Remit any disputed amount to scheme for final adjudication.• Unprotect security deposit• Instruct contractors; obtain quotes; organise repairs/replacement/ cost of any broken or missing items	
Court attendance	£60.00 (Inc VAT) per hour
Preparing & submitting documentation for court/ tenancy deposit scheme (TDS)	£240.00
Drawing up an appropriate tenancy Agreement (landlords fee)	£180.00 (Inc VAT)
Serving of notice to gain possession	£90.00 (Inc VAT)

If you have any questions with regards to our fees, please feel free to contact a member of Harpers & Co.

Estate Agents Commercial Agents Lettings Chartered Surveyors Valuers Insurance

Open 6 days a week

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