

# Jack Barclay Estates

Sales Lettings and Management

T: 0207 345 5064 F: 0207 345 5065 E Mail: admin@jackbarclayestates.com

## Level of service offered through Jack Barclay Estates,

**Let Only Service: 10%.**

### Our Letting Service Covers The Following Areas:

- Property inspection and letting advice
- Marketing and viewing
- Thorough tenant reference checks
- Preparation of inventory and lease
- Ensuring complete gas, electric and furnishings compliance
- Organising electrical safety inspection
- Organising gas safety inspection
- Collection and retention of security deposit
- Regular property inspections and maintenance supervision
- Specific Inland Revenue processing for overseas clients
- Pro-active role in sourcing new tenants

### E.g., charges explained:

If the tenancy is 12 months and the rent is £1000.00 per month, the fee calculated shall be 10% of the annual rent, so the fee will be £1200.00. This commission will also be due on every tenancy renewal.

### Fully Managed Service: 15%

### Our Management Service Covers the Following Areas:

- In addition to above
- Guarantee Rent (optional)
- Collection of rent
- Arranging repairs and maintenance (insurance companies included)
- Arranging payment of outgoings
- Online statements
- Managing the check-out process
- Key holding service
- Transfer of utilities

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- Six monthly management inspection per year with a full report
- Management while the property is vacant in-between tenancies
- Comprehensive checkout procedure
- Dedicated property manager
- Access to panel of vetted contractors
- Deposit Registration (on request)
- Deposit claim negotiation, compilation and submission

## E.g., charges explained:

If the tenancy is 12 months and the rent is £1000.00 per month, the fee calculated shall be 15% of the annual rent, so the fee will be £1800.00. This commission will also be due on every tenancy renewal

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

### Tenancy Agreement Fee (Landlord's Share): £95.00

- Draw up the Tenancy Agreement This is a fixed cost fee that can cover a variety of works depending on the individual circumstances of each tenancy, including but not limited to, negotiating the tenancy, verifying references, undertaking Right to rent checks and drawing up contracts. This charge is applicable per tenancy. The charge will not exceed this sum unless you request one of the specific additional services or fees set out elsewhere in this document.

### Deposit Registration Fee (Landlord's Share): £95.00

- Register property owner, tenant details, and protect the security deposit with the My Deposit Tenancy Deposit Scheme.

## Inventory Charge:

An independent company carries out Inventory, check in and check out for Jack Barclay Estates. Charges dependant on size and content of property carry out inventory. Inventory and Check In carried out on the appointed day, just before your tenants move in. This will ensure that only one visit will be required thereby saving money as we offer a reduced rate for a combined Inventory and Check In service.

Furnished property Inventory + check-in prices from:

Studio: **£145**

One bedroom: **£165.00**

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Two bedroom Two bathroom: **£185.00**

Extra rooms such as en-suite bathrooms, garage, second lounge, garden, conservatory etc. within the property priced at a flat rate of £20.00 per room, as each will have a separate entry for inspection in the report. Excessive crockery/utensils has an additional cost of £55.00

- The tenant(s) charged for Check Out

**Sale of the Property to the Tenant:**

**2% of the Sale Price**

- Sale of a property to a tenant of Jack Barclay Estates tenancy

## Renewal Charges:

**Letting Service Renewal Commission Fee:**

**9% Annual Rent**

- Review rent in accordance with the market and advise the landlord
- Negotiate and agree the renewal with Tenants
- Inspection of the property

Ongoing rent collection, credit control and accountancy. If a renewal agreed upon at £1000.00 per calendar month for a further 12 months, the fee calculated shall be 9% of the total rent for the 12 months; the fee will be £1080.00.

**Fully Managed Renewal Commission Fee:**

**14% Annual Rent**

- Review rent in accordance with the market and advise the landlord
- Negotiate and agree the renewal with tenants
- Inspection of the property
- Update utility companies

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- Renew Tenancy Deposit

Continuation of Fully Managed service. If a renewal agreed upon at £1000.00 per calendar month for a further 12 months, the fee calculated shall be 14% of the total rent of the 12 months; the fee will be £1680.00.

**Additional property visits:** £100.00 per visit

- To attend as necessary for specific requests such as to monitor the tenancy or any maintenance-linked visit

**Submission of non-resident property owners receipts to HMRC:** £100.00 QTLY

- 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 refurbishments over and above day to day management (if managed):**  
10% of net cost (min fee £100)

- 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

**Obtaining more than two contractors' quotes (if managed)** £45.00 per quote

**Vacant Management** £100.00 per month

- Visit the property once a fortnight and maintain utility bill accounts as instructed

**Court Attendance** £350.00 per day

- Appearances before any Court or Tribunal will be by special arrangement

**Dealing with third parties or to Obtain Consents** £84.00

- Liaise where necessary with the landlord's accountants, solicitors, superior landlords, managing agents and mortgagees

**Arranging and Obtaining the EPC:** £90.00

**Arranging Gas Safety Certificate and servicing of gas appliances:** £95.00

**Arranging Portable Appliance Test (exc. contractors invoice)** £45.00

**Arrangement fee for installation of Smoke and CO Alarms (exc. contractors invoice)** £45.00

**Arrangement fee for blind/curtain cords to be made safe (exc. contractors invoice)** £45.00

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Purchasing items on behalf of the Landlord

£50.00 p h

Managing when instructed to let only

£100.00 p h

ANY FURTHER QUESTIONS ON OUR FEES OR SERVICES, PLEASE CALL US AND SPEAK TO A MEMBER  
OF OUR LETTINGS TEAM