

Lewis Haughton Wills

Levels of service

Tenant Find	Rent Collect	Full Management
£480 inc VAT	7.2% inc VAT	12% inc VAT
Includes but not limited to: Collect and remit initial months' rent Agree collection of any shortfall and payment method Provide tenant with method of payment Deduct any pre tenancy invoices Make any HMRC deductions and provide tenants with NRL8 If relevant Conduct Inventory and Scheduled of Condition to prove to landlord and tenant	Includes but not limited to: Collect and remit monthly rental Agree collection of any shortfall and payment method Provide tenant with method of payment Deduct any pre tenancy invoices Make any HMRC deductions and provide tenants with NRL8 If relevant Conduct Inventory and Scheduled of Condition to provide to landlord and tenant Pursue non-payment of rent and provide advice on arrears Deduct commission	Includes but not limited to: Collect and remit monthly rental Agree collection of any shortfall and payment method Provide tenant with method of payment Make any HMRC deductions and provide tenants with NRL8 If relevant Conduct Inventory and Scheduled of Condition to prove to tenant Pursue non-payment of rent and provide advice on arrears Deduct commission and other works Advise all relevant utility companies of changes Undertake two inspections per annum and notify landlord of the outcome. Arrange routine repairs and instruct approved contractors Hold keys throughout the term

Additional Non-Optional Fees and Charges

Set Up Fee - £ 250 Inc VAT (does not apply to Tenant Find Service)

-agree market rent, find a suitable tenant in accordance to landlords guidelines, advise on refurbishment , provide guidance on compliance, carry out accompanied viewings, market the property and advertise on relevant portals, erect board outside the property in accordance with local council rules, Advise on non-resident tax status and HMRC and conduct inventory and scheduled of condition

Additional Property Visits - £90 Inc VAT per additional visit

Attend the property more than the twice per annum and provide landlord with a report

Arrangement of works over £500 - £60 Inc VAT

Arranging access, arrange quotes, ensure works are carried out correctly and retain warranties for any works undertaken

Arrangement of refurbishments over £1000 - £120 Inc VAT

Arranging access and quotations, project managing the works, ensure works are completed to a satisfactory standard, and retain any warranties for work carried out.

Court Attendance - £240 Inc VAT for one staff member for one day