FW Lettings Ltd t/a John Whiteman & Co
Lettings and Property Management

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **ARLA**

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

FEES TO: LANDLORDS

www.johnwhiteman.co.uk

LEVEL OF SERVICE OFFERED:

Let Only - 12% of rent (Inc VAT)	Rent Collection: 12% of rent (Inc VAT)	Fully Managed: 18% of rent (Inc VAT)
INCLUDES:	INCLUDES:	INCLUDES:
• Agree the market rent & find a tenant in accordance with landlords guidelines	• Agree the market rent & find a tenant in accordance with landlords guidelines	• Agree the market rent & find a tenant in accordance with landlords guidelines
• Advise on refurbishment	• Advise on refurbishment	• Advise on refurbishment
• Provide guidance on compliance with statutory provisions and letting consents	• Provide guidance on compliance with statutory provisions and letting consents	• Provide guidance on compliance with statutory provisions and letting consents
• Carry out accompanied viewings	• Carry out accompanied viewings	• Carry out accompanied viewings
• Market the property and advertise on relevant portals	• Market the property and advertise on relevant portals	• Market the property and advertise on relevant portals
• Collect and remit initial months' rent, deduct any pre-tenancy invoices	• Collect and remit the monthly rent, deduct commission and other works	• Collect and remit the monthly rent, deduct commission and other works
• Agree collection of any shortfall and payment method	• Advise utility providers of changes	• Pursue non-payment of rent and provide advice on rent arrears actions
• Provide tenant with method of payment	• Pursue non-payment of rent and provide advice on rent arrears actions	• Advise utility providers of changes
• Advise utility providers of changes	• Make any HMRC deduction & provide tenant with the NRL8 (if relevant)	• Hold keys & undertake regular inspections notify landlord of findings
• Make any HMRC deduction & provide tenant with the NRL8 (if relevant)		• Arrange routine repairs and instruct approved contractors
		• Make any HMRC deduction & provide tenant with the NRL8 (if relevant)

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

Tenancy Setup Administration Fee: £72 (inc VAT)

Deposit Registration Fee: £15 (inc VAT) payable with every renewal or extension
• Register landlord and tenant details and protect 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

Additional property visits: £60 (inc VAT)
• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

FW Lettings Ltd t/a John Whiteman & Co
Lettings and Property Management

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **ARLA**

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

FEES TO: LANDLORDS

www.johnwhiteman.co.uk

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