



**DYLAN DAVIES**  
Estate & Letting Agents



INDEPENDENT REDRESS  
PROVIDED BY THE  
PROPERTY OMBUDSMAN



MEMBERS OF THE DEPOSIT  
PROTECTION SERVICE

Dylan Davies Estate & Letting  
Agents are not members of any  
Client Money Protection Scheme

# FEES TO: LANDLORDS

## OUR SET UP FEES & LEVELS OF SERVICE OFFERED:

### TENANT FIND ONLY—SET UP FEE

#### £295 including VAT

Set up fee (landlords share) covers agreeing the market rent & finding a tenant in accordance with the landlords guidance, advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & 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).

#### Includes:

Collect and remit initial months' rent and issue statement

Deduct any pre-tenancy invoices

Provide tenant with method of payment

Make any HMRC deduction and provide tenant with the NRL8 (if relevant).

### FULLY MANAGED—SET UP FEE

#### £245 including VAT

Set up fee (landlords share) covers agreeing the market rent & finding a tenant in accordance with the landlords guidance, advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & 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).

**MONTHLY MANAGEMENT FEE** (monthly fixed fee based on property rental income per calendar month, per property)

<b>Up to £449 pcm</b>	<b>£54 including VAT</b>
<b>£450 to £549 pcm</b>	<b>£60 including VAT</b>
<b>£550 to £649 pcm</b>	<b>£72 including VAT</b>
<b>£650 pcm or Over</b>	<b>£84 including VAT</b>

#### Includes:

Collect and Remit the monthly rent together with statement  
Persue non-payment of rent and provide advice on rent arrears  
Deduct commission and other works  
Advise all relevant utility providers of changes  
Undertake two inspection visits per annum and provide report  
Arrange routine repairs and instruct approved contractors (providing two quotes)  
Hold keys throughout the tenancy term

[www.DylanDavies.co.uk](http://www.DylanDavies.co.uk)

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

<b>Deposit Registration Fee</b>	<b>£30</b> (including VAT)
Register landlord and tenant details and protect security deposit with a Government-authorised Scheme Provide the tenant(s) with the Deposit certificate and Prescribed information with 30 days of the start of the tenancy	
<b>Additional Property Visits</b>	<b>£20</b> (including VAT) <b>per visit</b>
To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or maintenance-linked visits	
<b>Rent Review Fee</b>	<b>£50</b> (including VAT)
Review Rent in accordance with current prevailing market condition and advise landlord Negotiate with tenant Direct tenant to make payment change as appropriate Update the tenancy agreement Serve Section 13 notice if tenancy is on a rolling monthly basis	
<b>Tenancy Renewal Fee (landlords share)</b>	<b>£75</b> (including VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
<b>Arrangement fee for refurbishments over £500</b>	<b>20%</b> of net cost
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	
<b>Obtaining more than two contractors quotes</b>	<b>£25</b> (including VAT) <b>per quote</b>
<b>Court Attendance</b>	<b>£25</b> (including VAT) <b>per hour</b>

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