

Tenant Find Service Fee:	(Items 1 to 9): 10% of Rent due paid up-front*
Letting and Rent Collection Fee:	(Items 1 to 11): 10% of Rent due paid monthly*
Full Management Service Fee	(Items 1 to 16): 14% of Rent due paid monthly*

All fees are quoted exclusive of VAT at the prevailing rate (20%).

Full Management Service*

The Home Club Group Ltd provides a property management service to owners wishing to let out their property. The standard fee for the management is taken as a percentage of the gross Rents due for the period of the tenancy and a set-up fee will normally be levied at the outset for taking references and arranging the tenancy. The Full Management Service includes:

1. Advising as to the likely Rental income.
2. Advertising and generally marketing the Property.
3. Award-winning professional photography and floorplans.
4. Virtual and physical viewings accompanied by The Home Club.
5. Interviewing prospective tenants and taking up full references, including bank reference, and employer or previous Landlord character reference through a third-party referencing supplier. Where necessary, additional security would be requested by means of a guarantor. In cases where a company occupies as the Tenant, a full bank reference or credit check would be taken.
6. Carrying out the Right to Rent checks in accordance with the Immigration Act 2014.
7. Providing a suitable tenancy agreement for the property.
8. Taking a deposit from the tenant and dealing with it according to the requirements of the chosen deposit protection scheme until the end of the agreed tenancy.
9. At the end of a tenancy, when the property and its contents have been checked for conditional changes, handling the release of the agreed deposit return.
10. Liaising with a landlord's mortgagees where necessary, with regards to references and tenancy agreement.
11. Collecting the rent monthly and paying over to the landlord monthly (normally sent within 15 days of collection) less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer and a detailed rent statement will be forwarded to the landlord.
12. Arranging with service companies (principally electricity gas & water) for meter readings and advising them of the transfer of service contracts to the tenant at the beginning of each tenancy.
13. Regular inspections of the property are carried out on a quarterly basis. Responsibility for and management of empty property is not normally included and will only be carried out by special arrangement agreed in writing, between the landlord and the agent.
14. Co-ordination of repair or maintenance including arranging for tradesmen to attend the property and obtaining estimates where necessary, supervising works and settling accounts from rents received.
15. Making payments on behalf of the landlord from rents received for costs in managing the Property.
16. Conducting a full property inspection and inventory check at the end of the tenancy and, if necessary, preparing and agreeing on a schedule of costs relating to any damage or unfair wear and tear prior to releasing the Deposit.

***Additional costs may be applicable - for a full list of all standard charges and optional extras please refer to page 2 or request our Terms of Business.**

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Standard charges and optional extras**

Standard Fees	Tenant Find	Rent Collection	Full Mgmt.
Tenancy Agreement	£250	£250	£250
Tenant Referencing Fee (<i>per person</i>)	£35	£35	£35
Guarantor Referencing Fee (<i>per person</i>)	£35	£35	£35
Right to Rent Check (<i>per applicable person</i>)	£10	£10	£10
Deposit Protection with MyDeposits Custodial (<i>per month</i>)	£4	£4	£4
Tenancy Deposit Dispute Service Fee	NA	NA	Free
Administration of Non-resident Landlord Tax Returns (<i>per quarter</i>)	NA	£45	£45
Annual Income and Expenditure Summary Statement Fee	NA	£25	£25
Change of Sharer Fee	£150	£150	£150
Tenancy Renewal Fee	£150	£150	£150
Optional Extras			
Letting Regulation Check (<i>per month</i>) <i>Includes: Checking of smoke and CO alarms at the commencement of the tenancy, Deposit Protection with MyDeposits Custodial, Serving of Notices, Legislative Change tracking.</i>	N/A	£10	£10
Arranging Gas Safety Certificate Admin Fee	£25	£25	£25
Energy Performance Certificate (EPC) Admin Fee	£25	£25	£25
Electrical Inspection Condition Report (EICR) Admin Fee	£25	£25	£25
Preparation of Inventory Fee, to be quoted <i>(minimum £100, maximum £450)</i>			
Check-In Fee, to be quoted, to be quoted <i>(minimum £100, maximum £450)</i>			
Check-Out Fee, to be quoted <i>(minimum £100, maximum £450)</i>			
Issuing Notice of Seeking Possession Fee <i>(without Letting Regulation Check)</i>	N/A	N/A	£75
Issuing Rent Increase Notice Fee <i>(without Letting Regulation Check)</i>	N/A	N/A	£75
Redirection of mail overseas, plus cost of postage	N/A	£25	£25
Duplication and testing of extra keys, plus costs	£25	£25	FREE
Hourly rate for out-of-scope work, to be quoted <i>(minimum £50, maximum £250)</i>			
Property maintenance funds and major works sinking fund**			
Maintenance Repair Limit UK Landlords	N/A	N/A	£250
Maintenance Repair Limit Overseas Landlords	N/A	N/A	£500
Arranging non-routine maintenance works fee at 10% of costs of works			

All costs listed are subject to VAT at the prevailing rate (20%)

** Please request our full Terms of Business for further information.

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