



Villabela Properties Limited – 5 COAST ROAD – Wallsend – NE28 9HP
07958258914 - (0191) 2621260

FEES TO: LANDLORDS

Let Only / Tenant Find 50% of rent (inc vat) with a minimum fee of £350.00

Includes:

- Providing a rental valuation of the property, and offering advice as required.
- Advertising as necessary, selecting tenants, arranging/carrying out viewings, obtaining references, credit checks, dealing with negotiations. Processing guarantor checks, and guarantor deeds.
- Preparing and signing as Agent for The Owner a suitable tenancy agreement in accordance with current law.
- Preparing and signing as Agent for The Owner a suitable section 21 in accordance with current law.
- Preparing and signing as Agent for the Owner any relevant guarantor deeds.
- Collect and remit initial one month's rent received.
- Agent collection of any shortfalls and payment method.
- Provide tenant with method of payment.
- Register tenant and landlord details and protect the security deposit with the Deposit Protection scheme.

Tenant Find and Fully Managed - *10% of rent (inc vat) with a minimum fee of £350.00 with a managed service of 10% of monthly rental value.

*costs can subject to variation as negotiated with landlord prior to commencement and signing of management contract

- Providing a rental valuation of the property, and offering advice as required.
- Advertising as necessary, selecting tenants, arranging/carrying out viewings, obtaining references, credit checks, dealing with negotiations. Processing guarantor checks, and guarantor deeds.
- Preparing and signing as Agent for The Owner a suitable tenancy agreement in accordance with current law.
- Preparing and signing as Agent for The Owner a suitable section 21 in accordance with current law.
- Preparing and signing as Agent for the Owner any relevant guarantor deeds.
- Collect and remit initial one month's rent received.
- Agent collection of any shortfalls and payment method.
- Provide tenant with method of payment.
- Register tenant and landlord details and protect the security deposit with the Deposit Protection scheme.
- Collect and remit the monthly rents received.
- Pursue non payment of rent and provide advice on rent arrears actions.
- Deduct commissions and other works.
- Advise relevant utility providers of changes.
- Undertake two inspection visits per annum and notify the landlord of the outcome.
- Arrange routine repairs and instruct approved contractors.
- Hold Keys throughout tenancy.



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FEES TO: LANDLORDS

ADDITIONAL NON OPTIONAL FEES AND CHARGES (IRRISPECTIVE OF SERVICE)

Deposit Registration Fee (excludes deposits covered in let only and management agreements)	£25.00
<ul style="list-style-type: none"> • Register tenant and landlord details and protect the security deposit with the Deposit Protection scheme. • Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy 	
Additional Property Visits (with the exclusion of periodic visits covered in a landlord management fee)	£25.00
<ul style="list-style-type: none"> • To attend for specific requests such as neighbour disputes, more visits to monitor the tenancy; or any maintenance linked visits 	
Arrangement fees for works over £250.00	10% of net cost
<ul style="list-style-type: none"> • Arranging costs and assessing costs with contractors • Ensuring work has been carried out in accordance with specification of works • Retaining any warranty or guarantee as a result of works 	
Arrangement fee for refurbishment work over £250.00	10% of net cost
<ul style="list-style-type: none"> • Arranging costs and assessing costs with contractors • Ensuring work has been carried out in accordance with specification of works • Retaining any warranty or guarantee as a result of works 	
Obtaining more than two contractors quotes	£20.00
Rent Review fee	£75.00
<ul style="list-style-type: none"> • Review rent in accordance with current prevailing market conditions and advise the landlord • Negotiate with tenant • Direct tenant to make payment charges as appropriate • Issue new tenancy agreement • Serve section 13 if tenancy is on a rolling contract 	
Renewal Fee	£75.00
<ul style="list-style-type: none"> • Contract negotiation, amending, and updating terms and arranging new tenancy agreement 	
Check out Fees (does not include landlords who have a management agreement in place)	£75.00
<ul style="list-style-type: none"> • Agree with tenant check out dates and time appointment • Liaise with landlord on inventory schedule and arrange final inspection • Negotiate landlord and tenant any disbursement of the security deposit • Return deposit as agreed with landlord and tenant to relevant parties • Remit any disputed claim to scheme for final adjudication • Unprotect security deposit • Instruct contractors, obtain quotes, organise repairs/replacement of any broken or missing items 	
Possession proceedings	£150.00
<ul style="list-style-type: none"> • Issue section 21 or section 8 • Issue court papers with relevant tenancy documentation 	
Court Attendance	£15.00 per hour
Eviction Attendance AT property (additional charges apply for lock changes)	£15.00 per hour



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FEES TO: TENANTS

PRIOR TO YOUR MOVING IN

Set up/Tenant/Holding Fee	£300.00 Subject to property rental value
<ul style="list-style-type: none">References of up to two tenants (immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlord and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy agreement.	

DURING THE TENANCY

Amendment fee	£25.00
<ul style="list-style-type: none">Contract negotiation, amending terms, and updating your tenancy during your tenancy.	
Renewal Fee	
<ul style="list-style-type: none">Contract negotiation, amending terms, and arranging a further tenancy agreement	£75.00

ENDING YOUR TENANCY

Future Landlord Reference	£15.00
<ul style="list-style-type: none">Collating information and preparing a reference for a future landlord or letting agent	

OTHER CHARGES AND FEES

Lost security items, permissions, sourcing providers and travel costs.	£25.00
Unpaid rent/returned payments	(interest at the rate of 4% of the base rate above the base of Barclays Bank PLC upon any Rent or other monies due under the tenancy agreement which is more than 14 days in arrears in respect of the date from when it became due to the date of payment.
Rent arrears letters sent to tenant(s)	£15.00 per letter
Applicable to any letter sent after Tenant is more than 1 month in arrears in respect of the date from when it became due to the date of payment to clear the arrears.	
Professional Cleaning	£10.00 per hour
Only charged where professional cleaning is required during the term of the inspection or to return the property to the same condition as at the start of the tenancy.	

Please be aware that Landlords must operate within the law and comply with numerous

Housing Acts as failure to comply with them can lead to jail, severe fines and prevent them from ever letting out properties again. This is a courtesy guideline only, of which must be read in conjunction to the relevant rapid and regular changes to Legislations and Housing ACTs of which the Landlord must comply with. It is vital the lettings status of a property is processed and assigned timely and in the correct manner. For further information, advice or a chat please do not hesitate to contact us by completing the contact form emailing us direct or by telephone.

Email: info@villabelaproperties.co.uk

Telephone +441912621260 - Villabela Properties Ltd

Sourcing
-
Fast Sales
-
Refurbishments
-
Lettings & Management

