

## RMA LANDLORD FEE CHARGING STRUCTURE- Updated June 2019

### Letting and Full Management Service:

**12.5% + VAT (15% inc VAT)**

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| <ul style="list-style-type: none"> <li>• Initial market appraisal &amp; advisory rental income.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensuring that the necessary authorisations consents to let are obtaining, including lenders/insurance companies/head landlords (if for a leasehold block of flats).</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>• Commission &amp; provision of an EPC certificate.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Preparation of marketing materials/descriptions via Rightmove/Zoopla/RMA website/window displays/floorplans/photographs (Also added to our Student Booklet if a student property) and board display.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Marketing of property via accompanied viewings/regular feedback via phone and email.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Preparation of the contract/AST Tenancy Agreement (including any negotiated provisions).</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Negotiation of the contract/AST Tenancy Agreement with tenants, which also extends to the Deed of Guarantee where applicable and the signing/execution of them.</li> </ul>                                      |
| <ul style="list-style-type: none"> <li>• Taking up references/credit checks on prospective tenants.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Preparation of Inventory/Schedule of Condition and administering these with incoming/outgoing tenants.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Taking and holding/protecting deposits with the DPS scheme.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Arranging annual Gas Safety/PAT (Portable Appliance Testing) certificates.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Transferring &amp; overseeing council tax and utility accounts to new tenants names and resolving any issues.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Rental collection on a monthly basis, including forwarding payments with the inclusion of a monthly rental statement and preparation of accounts.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Quarterly/periodic checking of the property during the tenancy period.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Co-ordination and management of repairs and maintenance, as well as any necessary cleaning.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Service of the Notices to Quit/Possession (Form 6A).</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Undertaking a full end of tenancy Check Out against the Inventory/Schedule of Condition.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Preparing and administering damage/deposit deductions alongside managing any ADR/dispute resolution procedures.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Management of any tenancy related dispute resolution procedures between the landlord and tenants.</li> </ul>  |

## **Letting and Rent Collection Service:**

**7% + VAT (8.4% inc VAT)**

- Initial market appraisal & advisory rental income.
- Ensuring that the necessary authorisations consents to let are obtaining, including lenders/insurance companies/head landlords (if for a leasehold block of flats).
- Commission & provision of an EPC certificate.
- Preparation of marketing materials/descriptions via Rightmove/Zoopla/RMA website/window displays/floorplans/photographs (Also added to our Student Booklet if a student property) and board display.
- Marketing of property via viewings/regular feedback via phone and email.
- Preparation of the contract/AST Tenancy Agreement (including any negotiated provisions).
- Negotiation of the contract/AST Tenancy Agreement with tenants, which also extends to the Deed of Guarantee where applicable and the signing/execution of them.
- Taking up references/credit checks on prospective tenants.
- Preparation of Inventory/Schedule of Condition and administering these with incoming/outgoing tenants.\*
- Taking and holding/protecting deposits with the scheme.
- Arranging annual Gas Safety/PAT (Portable Appliance Testing) certificates. \*\*
- Rental collection on a monthly basis, including forwarding payments with the inclusion of a rental statement and preparation of accounts.
- Service of the Notices to Quit/Possession (Form 6A).
- Accompanying the landlord at the Check Out if necessary. \*\*\*

*\*If this optional item requested under this Service, the Inventory can be carried out by an external company that is agreed by the landlord for an additional charge of £200.00 inc VAT.*

*\*\*If this option is asked for by the landlord under this Service, these certificates can be arranged as per an agreed cost between the landlord and agency.*

*\*\*\*This additional option will carry an hourly staff charge of £40.00 inc VAT.*

**Let Only/Tenant Introduction Service:**

**50% + VAT (60% inc VAT) or 2 Weeks of first month's agreed rental income**

- Initial market appraisal & advisory rental income.
- Commission & provision of an EPC certificate.
- Preparation of marketing materials/descriptions via Rightmove/Zoopla/RMA website/window displays/floorplans/photographs (Also added to our Student Booklet if a student property)
- Marketing of property via viewings/regular feedback via phone and email and board displays.
- Preparation of the contract/AST Tenancy Agreement (including any negotiated provisions).
- Negotiation of the contract/AST Tenancy Agreement with tenants, which also extends to the Deed of Guarantee where applicable and the signing/execution of them.
- Taking up references/credit checks on prospective tenants.
- Service of the Notices to Quit/Possession (Form 6A)

**Tenancy Set Up Fee Structure:**

**£168.00 inc VAT per tenant or for a renewal £90.00 inc VAT per tenant  
[Applies to all Fully Managed, Let & Rent Collect and Let Only/Tenant Introduction Services offered]**

The above Tenancy Set Up service includes the administration, staffing costs for setting up and establishing the tenancy at the commencement and throughout the course of the tenancy itself as relevant.

## **ADDITIONAL SERVICES**

Undertaking HMO (House in Multiple Occupation) License Application & Co-ordination includes the provision of the Fire Risk Assessment if required:

***£375.00 inc VAT plus the local authority fee costs for the full scheme of the License including renewals over a 5 years period.***

Undertaking HMO Licence Renewals only:

***£150.00 inc VAT plus the local authority fee costs for renewals covering a fixed period of 1, 2 or 5 year periods.***

End of year Accounts Summary on request:

***£25.00 inc VAT.***

Legionella Risk Assessment:

***£60.00 as arranged through the chosen company.***

Management of the property during vacant tenancy periods for up to 1 month:

***£200.00 inc VAT.***

Assistance with the obtaining possession of the property (additional administration):

***£250.00 inc VAT plus legal costs.***

Assistance with the Sale of the property if mid-tenancy- Transferring keys/tenancy administration to the new landlord:

***£150.00 inc VAT.***

Bespoke "*Platinum*" Landlord Concierge Service- This is offered in the form of an orientation trip, where we will show the landlord the 'prime rental hot spots' around the local area thereby "going the extra mile" in introducing you to the Oxford private rental sector:

***£350.00 inc VAT.***

**Our landlord charges are dependent upon a number of variables including:**

**-The distance of the property from RMA's main office**

**-The quality/condition of the property, including whether it is single occupancy/HMO**

**-The monthly rental income**

**However, we would emphasise that the chargeable fees will never exceed the above quoted amounts inc VAT of the monthly rent collected. Fees may also be considerably less when calculated on a case by case basis to the related property.**

**PLEASE NOTE: RMA ARE OPEN TO DISCUSSING A PACKAGE OF TAILOR-MADE BESPOKE SERVICES WITH ANY PROSPECTIVE LANDLORDS IN ORDER TO MEET YOUR SPECIFIC REQUIREMENTS.**