



Caring for your investment

Landlord Terms of Business

Client/s Name:	Miss Wenye Lin
Client/s Address:	Flat 17 Lindum Crt, 332 Poole Road, Poole, Dorset, BH12 1AS
Rental Property Address:	Flat 7 Westcliff Studios, 13 Durley Gardens, Bournemouth, BH2 5HU

Please advise of the service that you would like us to provide:-

Please tick

Fully Managed Service	9.6 % of Rent (inc. VAT)	☒
Tenant Find & Rent Collection Service	12% of Rent (inc. VAT)	☐
Tenant Find Service	8.4% of Rent (inc. VAT) (Min £660 inc. VAT)	☐

I hereby confirm that I/We have read and understood the terms of business and instruct Fahren Lettings to market my property.

I confirm that Fahren Lettings are authorised to sign the Assured Shorthold Agreement on my behalf, providing I receive a complete copy (email) of this Agreement once the Tenancy has commenced.

Cancellation of Marketing Notice Period: 14 days notice in writing

Client Name: Miss Wenye Lin

Signature(s): 
Wenye Lin (Nov 1, 2021 07:18 GMT)

Nov 1, 2021

Date: 29/10/2021

Agent/Firm Signature:

Contact Us

Phone: 01202 551022 **Email:** inf@fahren.co.uk **Web:** www.fahren.co.uk

Address: 170 Old Christchurch Road, Bournemouth BH1 1NU

Lettings Packages

	Tenant Find	Tenant Find & Rent Collection	Fully Managed
Negotiate and agree the best rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment works			✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals and social media	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find qualified and suitable tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)			✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Advise Council Tax and water companies of any changes		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake at least one routine visit per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation guidance (TDS guidelines)			✓
Hold keys securely throughout the tenancy term		✓	✓

Pre Tenancy Fees (all service levels)

*Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself)
if not provided on instruction or undertaken by the landlord:*

Energy Performance Certificate (EPC)	£120 (inc. VAT) per tenancy
Gas Safety Certificate (GSR)	£90 (inc. VAT) per tenancy
Electrical Installation Condition Report (EICR)	By Quote (inc. VAT) per tenancy
Portable Appliance Testing (PAT)	By Quote (inc. VAT) per tenancy
Legionella Risk Assessment	By Quote (inc. VAT) per tenancy
Installing Smoke alarms and Carbon Monoxide alarms	£30 (inc. VAT) per tenancy
Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy	£20 (inc. VAT) per tenancy
Handling local authority licensing application	By Quote (inc. VAT) per tenancy

Start of Tenancy Fees

Set-up Fees: Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.	£360 (inc. VAT) per tenancy
Additional Tenant Referencing Fees: As Set-up Fees above for additional tenants.	£80 (inc. VAT) per tenant
Guarantor Fees: Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).	£80 (inc. VAT) per guarantor
Permitted Occupier Fees: Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.	£80 (inc. VAT) per permitted occupier
Deposit Registration Fees (where collected): 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 the tenancy start date.	£60 (inc. VAT) per tenancy
Inventory Fees: Price dependant on size of the property and any outbuildings.	Studio/One Bed Flat: £105 Two Bedroom Flat/House: £120 Three Bedroom Flat/House: £160 Larger Properties: By Quote (prices inc. VAT)
Accompanied Check-in Fees: Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.	£60 (inc. VAT) per tenancy
Landlord Withdrawal Fees (before move-in): To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	£360 (inc. VAT) per tenancy

During Tenancy Fees

Additional Property Visits: Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.	£60 (inc. VAT) per visit
Rent Review Fees: Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.	Free
Renewal Fees: Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.	£180 (inc. VAT) per tenancy
Right-to-Rent Follow-Up Check: Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.	£80 (inc. VAT) per check
Landlord Withdrawal Fees (during tenancy): To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.	£360 (inc. VAT) per tenancy
Arrangement Fees for works over £200: Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.	15% of net cost (inc. VAT)

End of Tenancy Fees

Check-out Fees: Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.	£60 (inc. VAT) per tenancy
Dispute Fee: The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.	£120 (inc. VAT) per tenancy
Fees for the service of Legal Notices (Section 8 or Section 21)	£80 (inc. VAT) per notice
Court Attendance Fees	£120 (inc. VAT) per hour

Financial Charges

Interest on Unpaid Commission	3% above the Bank of England Base Rate from Due Date until paid.
Contractor Commission: 10% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.	10% (inc. VAT) of contractors invoice
Submission of Non-Resident Landlords receipts to HMRC: To remit and balance the financial Return to HMRC on both a quarterly and annual basis.	£50 (inc. VAT) quarterly

Additional HMRC Reporting Fees: Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.	£50 (inc. VAT) per request
Fees for providing an Annual Income and Expenditure Schedule:	£50 (inc. VAT) annually
Same-Day Payment Fees: Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.	Free

Other Fees & Charges

Arrangement Fees for refurbishments over £200: Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.	10% of net cost (inc. VAT)
Obtaining more than three contractor quotes: £50 (inc. VAT) per quote. Fully Managed service only.	£50 (inc. VAT) per quote
Vacant Property Management Fees: To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.	£30 (inc. VAT) per visit
Deposit Transfer Fees: Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.	£30 (inc. VAT) per deposit



CLIENT MONEY PROTECTION CERTIFICATE

Should a Propertymark Protected agent go into administration or misuse your rent, deposit or other funds, Propertymark will reimburse you whether you are a landlord or a tenant.

This certificate confirms your money is protected by the Propertymark Client Money Protection Scheme and that you can claim back money lost in the event of your letting agent going into administration or misusing your funds.

Your Propertymark Protection

Details of your agent

Fahren Limited

Trading as

Fahren Estate Agents

Scheme Reference number

C0011946

Is a member of Propertymark Client Money Protection Scheme
Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

HOW TO CLAIM

Simply go to propertymark.co.uk/complaints/client-money-protection/ and complete the CMP application form. We need to receive your application within 12 months of us being notified that a misappropriation has occurred.

You do not need to prove fraud. You only need to provide supporting evidence that you have not received the money you were legally entitled to, this may be in the form of your tenancy agreement or deposit protection certificate along with bank statements.

Your money is protected throughout the time that your agency is a member of the Propertymark Client Money Protection Scheme. If your agent leaves the scheme, they are required by law to notify you. All agents managing properties in England, Scotland or Wales are legally required to belong to a Government approved Client Money Protection scheme at all times and details of the scheme must be publicly available. If you discover at a later date that money has gone missing during the period of their membership of the scheme, you will still be covered even if they have subsequently left the scheme.

Unfortunately, we cannot make payments for any loss arising from war (whether foreign or civil), terrorism, rebellion, revolution, military uprising or any form of confiscation by the state.

Propertymark, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG