

# Lawrence Copeland

## town & city centre

Imperial Court, 2 Exchange Quay, Salford Quays M5 3EB

t: 0161 834 1010 e: [reception@lawrencecopeland.com](mailto:reception@lawrencecopeland.com)

[www.rightmove.co.uk](http://www.rightmove.co.uk) [www.lawrencecopeland.com](http://www.lawrencecopeland.com)

### LET ONLY SERVICE includes:

- Initial free Market Appraisal and advice from Lawrence Copeland FRICS FNAEA (over 40 years' experience)
- High quality advertising and photos on Rightmove, On The Market and lawrencecopeland.com
- Accompanied viewings
- Comprehensive referencing of all tenants and guarantors via UK Tenant Data
- Right to Rent checks via UK Tenant Data
- Preparation of all initial required lettings documents including AST Lease and How To Rent Guide
- Registering all deposits with DPS and prescribed information or alternative deposit scheme (chargeable)

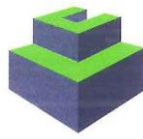
You, the Landlord, must provide a valid Energy Performance Certificate, Gas Safety Certificate, Electrical Reports and working smoke alarms, Carbon Monoxide alarms and if necessary, legionella report. (We can arrange but all are chargeable).

We also reserve the right to put in place and charge the landlord for any failure in the above so that the tenancy is compliant at the start.

We draw your attention to the Fitness for Human Habitation Act 2018 which requires any property to be let by a landlord (Private or social) is fit for human habitation when the tenancy is granted and remains so for its duration. Landlords can now be sued by their tenants for failure to comply.



Proprietor Elbonmill Ltd. Incorporated in England on 30<sup>th</sup> November 1972 No. 01084480  
Registered Office: 9 The White House, Suffolk Road, Altrincham, Cheshire. WA14 4QX. VAT Reg No. 799579430  
Directors: L.G. Copeland FRICS FNAEA E Copeland N Copeland (Secretary)



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### LET & FULL MANAGEMENT SERVICE includes:

- Initial free Market Appraisal and advice from Lawrence Copeland FRICS FNAEA (over 40 years' experience)
- High quality advertising and photos on Rightmove, On The Market and lawrencecopeland.com
- Accompanied viewings
- Comprehensive referencing of all tenants and guarantors via UK Tenant Data
- Right to Rent checks via UK Tenant Data
- Quarterly 1<sup>st</sup> Inspection and thereafter every 6 months depending on initial inspections
- On-line property maintenance portal
- 24 hour, 7 days a week Emergency Contractors
- Rent Review advice
- Collection of Rent and Monthly Statement together with electronic BACS payment
- Arranging visits for annual Gas Safety and Electrical checks and Legionella reports
- Service of all legal notices i.e. Section 21, Section 8, Section 13
- Mediation for rent arrears
- Advice on property compliance
- Preparation of all initial required lettings documents including AST Lease and How To Rent Guide
- Registering all deposits with DPS or alternative Reposit scheme
- Arranging refurbishment quotes
- Comprehensive range of contractors to deal with all property maintenance issues
- Overseas landlords tax exemption and process dealing with HMRC
- Member of the Residential Landlord Association with free helpline advice if needed

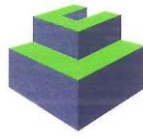
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### Let Services Provided By Lawrence Copeland Estate Agents

#### LET ONLY

#### LET FEE

#### Rental figure

#### Fee

Up to £1,000 pcm	£450 + VAT (£540 inc VAT)
From £1,000 to £1,500 pcm	£500 + VAT (£600 inc VAT)
From £1,500 to £2,000 pcm	£600 + VAT (£720 inc VAT)
Above £2,000 pcm	50% of a month's rent + VAT (60% inc VAT)

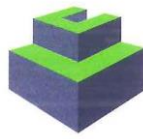
**\* Valid as at 01/06/2019**

Lawrence Copeland reserves the right from time to time to review fees quoted in your agreement, in this particular case providing you with a 2 months written notice of any changes.

Lawrence Copeland reserves the right to alter this agreement (Terms & Conditions of Agency) should UK legislation change the way we are able to charge for our services at the present time, subject to written notice.



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### Let Services Provided By Lawrence Copeland Estate Agents

#### LET + MANAGEMENT

##### LET FEE

##### Rental figure

##### Fee

Up to £1,000 pcm	£450 + VAT (£540 inc VAT) including 1 <sup>st</sup> Inventory free
From £1,000 to £1,500 pcm	£500 + VAT (£600 inc VAT) including 1st Inventory free
From £1,500 to £2,000 pcm	£600 + VAT (£720 inc VAT) including 1 <sup>st</sup> Inventory free
Above £2,000 pcm	50% of a month's rent + VAT (60% inc VAT) incl 1 <sup>st</sup> Inventory free

##### MANAGEMENT (Monthly)

Equivalent of 10% of the monthly actual rental per month + VAT (12% inc VAT) (subject to a minimum fee of £60 + VAT per month) (£72 inc VAT)

- Taking over Management of 1 property from another agent or Landlord  
Admin Fee £150 + VAT (£180 inc VAT)
- Taking over Management of a portfolio of properties from another agent or Landlord  
Admin Fee £250 + VAT (£300 inc VAT)

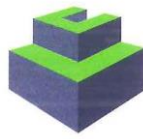
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### Charges Breakdown (as of 01/06/2019 but subject to change)

<b>Inventory</b>	£75 + VAT (£90 inc VAT) (1 <sup>st</sup> one free for Managed clients)
<b>Renewal of tenancy at end of fixed term</b>	£100 + VAT (£120 inc VAT)
<b>Check Out inspection</b>	£75 + VAT (£90 inc VAT)
<b>General inspection (if not managed)</b>	£40 + VAT (£48 inc VAT)
<b>Provide legal notices (Section 21, Section 8, Section 13) (if not managed)</b>	£100 + VAT (£120 inc VAT)
<b>Provide Income/Expenditure Report for tax purposes</b>	£20 + VAT (£24 inc VAT)
<b>Lodge Deposit or Reposit (if not managed)</b>	£40 + VAT (£48 inc VAT)
<b>Deal with dispute with DPS:</b>	
Claims up to £250	£50 + VAT (£60 inc VAT)
Claims £250 - £500	£75 + VAT (£90 inc VAT)
Claims for full Deposit	£100 + VAT (£120 inc VAT)
<b>Gas Safety Certificate</b>	£75 + VAT (£90 inc VAT)
<b>Electrical PAT test</b>	£105 + VAT (£126 inc VAT)
<b>Electrical Condition Report</b>	£180 + VAT (£216 inc VAT)
<b>Legionella Report</b>	£120 + VAT (£144 inc VAT)
<b>Arranging additional keys &amp; low security fobs (if not supplied)</b>	£35 + VAT (£42 inc VAT)
<b>High security fobs, keys and remotes at cost from your block management company</b>	
<b>Landlord withdrawal Admin Fee (where Lawrence Copeland provided a suitable tenant)</b>	£200 + VAT (£240 inc VAT)
<b>Introduction of Tenant who subsequently purchases the property:</b>	
1.5% of sale price realised + VAT (1.8% inc VAT) – This will be subject to separate sales agreement prior to sales memorandum being agreed.	

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