

Lawrence Copeland

town & city centre

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

t: 0161 834 1010 e: reception@lawrencecopeland.com

www.rightmove.co.uk www.lawrencecopeland.com

LET ONLY SERVICE includes:

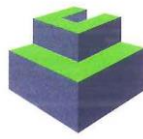
- Initial free Market Appraisal and advice from Lawrence Copeland FRICS FNAEA (over 40 years' experience)
- High quality advertising and photos on Rightmove, On The Market and lawrencecopeland.com
- Accompanied viewings
- Comprehensive referencing of all tenants and guarantors via UK Tenant Data
- Right 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.





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LET & FULL MANAGEMENT SERVICE includes:

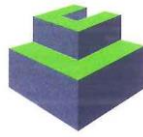
- Initial free Market Appraisal and advice from Lawrence Copeland FRICS FNAEA (over 40 years' experience)
- High quality advertising and photos on Rightmove, On The Market and lawrencecopeland.com
- Accompanied viewings
- Comprehensive referencing of all tenants and guarantors via UK Tenant Data
- Right to Rent checks via UK Tenant Data
- Quarterly 1st 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

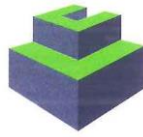
Up to £1,000 pcm	£450 + VAT (£540 inc VAT)
From £1,000 to £1,500 pcm	£500 + VAT (£600 inc VAT)
From £1,500 to £2,000 pcm	£600 + VAT (£720 inc VAT)
Above £2,000 pcm	50% of a month's rent + VAT (60% inc VAT)

*** Valid as at 21/10/2021**

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 + MANAGEMENT

LET FEE

Rental figure

Fee

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

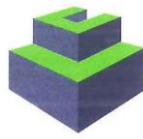
- Taking over Management of 1 property from another agent or Landlord
Admin Fee £150 + VAT (£180 inc VAT)
- Taking over Management of a portfolio of properties from another agent or Landlord
Admin Fee £250 + VAT (£300 inc VAT)

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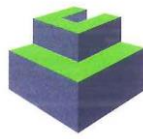
Charges Breakdown (as of 21/10/2021 but subject to change)

Inventory	£75 + VAT (£90 inc VAT) (1 st one free for Managed clients)
Renewal of tenancy at end of fixed term	£100 + VAT (£120 inc VAT)
Check Out inspection	£75 + VAT (£90 inc VAT)
General inspection (if not managed)	£50 + VAT (£60 inc VAT)
Provide legal notices (Section 21, Section 8, Section 13) (if not managed)	£150 + VAT (£180 inc VAT)
Provide Income/Expenditure Report for tax purposes	£20 + VAT (£24 inc VAT)
Lodge Deposit or Reposit (if not managed)	£40 + VAT (£48 inc VAT)
Deal with dispute with DPS:	
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)
Gas Safety Certificate (mandatory)	FROM £60 + VAT (£72 inc VAT)
Electrical PAT test	FROM £120 + VAT (£144 inc VAT)
* Electrical Condition Report (Fixed Appliances & Wiring) - EICR	FROM £170 + VAT (£204 inc VAT)
* Mandatory legal requirement from 01/07/2020 for all New Tenancies	
* Mandatory legal requirement from 01/04/2021 for all Existing Tenancies	
Legionella Report	£120 + VAT (£144 inc VAT)
Arranging additional keys & low security fobs (if not supplied)	FROM £35 + VAT (£42 inc VAT)
High security fobs, keys and remotes at cost from your block management company	
Landlord withdrawal Admin Fee (where Lawrence Copeland provided a suitable tenant)	£200 + VAT (£240 inc VAT)
Introduction of Tenant who subsequently purchases the property:	
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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Emergency / Out of Hours Contractors Price List – Managed Properties

In the event of an out of hours emergency we use the following contractors:-

ACCESS LOCK & SAFE - 24 hour locksmith and board up service, and
EVERYTHING LETTINGS - to electric, plumbing and gas emergencies.

All tenants in properties that we manage on behalf of landlords are provided with a Tenants Handbook when they move in which is electronically signed and accepted by the tenant. The tenants are recommended before they contact any of the out of hours emergency contractors to read the handbook to ascertain whether or not the classification of the problem is an emergency and they are also warned that if they contact one of the emergency out of hours contractors and it is not classified as an emergency, they will be liable for the costs of the contractor themselves.

Everything Lettings - Charges List (as of 15/11/2022 but subject to change)

Please read Notes & Terms below

	Emergency Call out in hours inc 1 st Hour	Additional Hours	Out of Hours Call out inc 1st Hour	Additional Hours
Electrician/ Plumber/ Gas Safe Engineer/ Locksmith	£85 + VAT £102 incl VAT	£45 + VAT £54 incl VAT	£125 + VAT £150 incl VAT	£45 + VAT £54 incl VAT

NOTES & TERMS
All rates should be quoted on an hourly basis
Standard hours are between 09:00 – 17:00
Standard working days are Monday to Friday
Out of Hours will represent any other time outside of standard hours and days including Bank Holidays
Emergency instructions can be presented at any time and will require attendance at damaged residence within 4 hours
The above rates should reflect the cost of labour only
No additional charge will be made for attendance and/or visiting the property to enable an accurate quotation for completion of works

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