

# 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
- High quality advertising and photos on Rightmove, On The Market and the Website
- Accompanied viewings
- Marketing Video
- Comprehensive referencing of all tenants and guarantors
- Right to Rent checks
- Preparation of all initial required lettings documents including AST Lease and How To Rent Guide
- Registering all deposits with TDS 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.

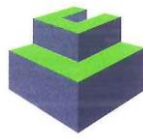
We draw your attention to the Fitness for Human Habitation Act 2018 which requires any property to be let by a landlord (Private or social) is fit for human habitation when the tenancy is granted and remains so for its duration. Landlords can now be sued by their tenants for failure to comply.



Proprietor Elbonmill Ltd. Incorporated in England on 30<sup>th</sup> November 1972 No. 01084480

Registered Office: 43-45 Cross Street, Sale, M337FT

Directors: Daniel Harris



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## LET & FULL MANAGEMENT SERVICE includes:

- Initial free Market Appraisal and advice
- High quality advertising and photos on Rightmove, On The Market and the Website
- Accompanied viewings
- Marketing Video
- Comprehensive referencing of all tenants and guarantors via Lettings Hub
- Right to Rent checks via Lettings Hub
- 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 National Residential Landlord Association with free helpline advice if needed

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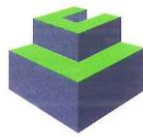
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## Let Services Provided By Lawrence Copeland Estate Agents

### LET ONLY

#### LET FEE

#### Rental figure

#### Fee

Up to £1,000 pcm	£500 + VAT (£600 inc VAT)
From £1,001 to £1,500 pcm	£600 + VAT (£720 inc VAT)
From £1,501 to £2,000 pcm	£700 + VAT (£840 inc VAT)
Above £2,000 pcm	50% of a month's rent + VAT (60% inc VAT)

**\* Valid as at 21/02/2024**

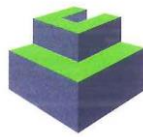
Lawrence Copeland reserves the right from time to time to review fees quoted in your agreement, in this particular case providing you with a 2 months' written notice of any changes.

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	£500 + VAT (£600 inc VAT) incl Inventory & Out Inspection
From £1,001 to £1,500 pcm	£600 + VAT (£720 inc VAT) incl Inventory & Out Inspection
From £1,501 to £2,000 pcm	£700 + VAT (£840 inc VAT) incl Inventory & Out Inspection
Above £2,000 pcm	50% of a month's rent + VAT (60% inc VAT) incl Inventory & Out Inspection

#### MANAGEMENT (Monthly)

Equivalent of 10% of the monthly actual rental per month + VAT (12% inc VAT)

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

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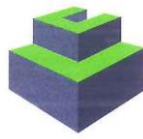
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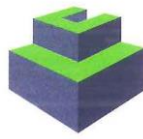
## Charges Breakdown (as of 21/02/2024 but subject to change)

<b>Inventory</b>	£150 + VAT (£180 inc VAT) (free for Managed clients)
<b>Renewal of tenancy at end of fixed term</b>	£150 + VAT (£180 inc VAT)
<b>Check Out inspection</b>	£150 + VAT (£180 inc VAT) (free for Managed clients)
<b>General inspection (if not managed)</b>	£60 + VAT (£72 inc VAT) (free for Managed clients)
<b>Provide legal notices (Section 21, Section 8, Section 13) (if not managed)</b>	£150 + VAT (£180 inc VAT)
<b>Provide Income/Expenditure Report for tax purposes</b>	£25 + VAT (£30 inc VAT)
<b>Lodge Deposit or Reposit (if not managed)</b>	£40 + VAT (£48 inc VAT) (free for Managed clients)
<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 (mandatory)</b>	<b>FROM</b> £62 + VAT (£74.40 inc VAT)
<b>Electrical PAT test</b>	<b>FROM</b> £120 + VAT (£144 inc VAT)
<b>EICR - Electrical Condition Report (Fixed Appliances &amp; Wiring) (mandatory)</b>	<b>FROM</b> £170 + VAT (£204 inc VAT)
<b>Energy Performance Certificate (EPC)</b>	£60 + VAT (£72 inc VAT) or SAP EPC £150 inc VAT
<b>Legionella Report</b>	£120 + VAT (£144 inc VAT)
<b>Arranging additional keys &amp; low security fobs (if not supplied) FROM £35 + VAT (£42 inc VAT) plus cost of keys 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) £200 + VAT (£240 inc VAT)</b>	
<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.	
<b>Rent &amp; Legal Protection</b> available on request and subject to quotation.	

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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 <sup>st</sup> 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

**Valid as at 15/11/2022**

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