

SUMMARY OF OUR SERVICES, CHARGES AND ADVICE ON YOUR LEGAL RESPONSIBILITY
ALL FEES ARE SUBJECT TO VAT AT THE CURRENT RATE (EXCEPT COURT FEES)

LETTING FEE: 50% +VAT of the first month's rent where managed and on a sole Agency basis or 65%+VAT on joint agency basis and 75%+VAT if let only (PLEASE SPEAK TO OUR AGENT FOR FURTHER OFFERS).

***NB* If the property has been rented by Envisage and the owner/s decide to with draw the full above charges will still apply.**

MONTHLY PROPERTY FULL MANAGEMENT FEE:	10%+VAT of the gross rental regardless of revenue
MONTHLY PROPERTY RENT COLLECTION FEE:	8%+VAT of the gross rental regardless of revenue
TENANCY RENEWALS OR EXTENSIONS INCLUDING:	£180.00 INC VAT for renewals which doesn't include updating deposit
LAND REGISTRY SEARCH:	£6.00 INC VAT
REGISTERING DEPOSIT WITH MY DEPOSIT:	£60.00 INC VAT and will be charged on each new and renewed tenancy.
DISPUTE VIA TDS AT THE END OF TENANCY:	£120.00 INC VAT
EPC CERTIFICATE VALID FOR 10 YEARS:	£120.00 INC VAT
ANNUAL GAS SAFETY CERTIFICATE:	£84.00 INC VAT
YEAR END LANDLORDS STATEMENTS	£60.00 INC VAT (ONE OFF FEE IF REQUESTED).

**** FURTHER CHARGES/SERVICES LISTED AT THE END****

LETTING SERVICE

Your property will be fully marketed by Envisage Sales and Lettings LTD on our website and all other web portals including rightmove and Zoopla and a distinctive Envisage Sales and Lettings TO LET Board will be provided at your discretion. All existing clients who have registered with ourselves will also be advised that your property is on the market if they match your criteria. All viewings are accompanied by one of our lettings agent and we can hold keys where properties are vacant or where tenants allow us access without them there. All clients will be fully credit, work & landlord referenced (where applicable), in addition we will do an affordability calculation to ensure the clients can afford the monthly rent. Should the applicant require a financial guarantor we shall check the references on the guarantor and ensure that they are a homeowner, with no outstanding mortgage arrears and they have a clean credit history? We shall prepare a tenancy agreement for a **(period as agreed once the property is let)** minimum period of 6 months. **(Unless agreed otherwise prior to letting)**. We shall take a month's rent in advance and a security deposit equitant to a month and a half of the rent amount **(can be higher in extreme circumstances)** which will be registered as per your instructions. All tenants are advised to take out contents insurance to protect their goods and to protect your goods against accidental damage only. If pets are allowed we shall ensure a suitable deposit is obtained prior to the tenants moving into your property and an additional addendum to the tenancy shall be drafted and signed by the tenants to say a professional carpet & property clean will be carried out. Please note that standing orders, check in's, out's and inspections will be the responsibility of the landlord.

RENT COLLECTION SERVICE

Your property will be fully marketed by Envisage Sales and Lettings LTD on our website and all other web portals including rightmove and Zoopla and a distinctive Envisage Sales and Lettings LTD TO LET board will be provided at your discretion. All existing clients who have registered with ourselves will also be advised that your property is on the market if they match your criteria. All Viewings are accompanied by one of our lettings agent and we can hold keys where properties are vacant or where tenants allow us access without them there. All clients will be fully credit, work & landlord referenced (where applicable), in addition we will do an affordability calculation to ensure the clients can afford the monthly rent. Should the applicant require a financial guarantor we shall check the references on the guarantor and ensure that they are a homeowner, with no outstanding mortgage arrears and they have a clean credit history? We shall prepare a tenancy agreement for a **(period as agreed once the property is let)** minimum period of 6 months **(unless agreed otherwise prior to letting)**. We shall take a month's rent in advance and a security deposit equivalent to a month and a half of the rent amount **(can be higher in extreme circumstances)** which will be registered as per your instructions. All tenants are advised to take out contents insurance to protect their goods and to protect your goods against accidental damage only. If pets are allowed we shall ensure a suitable deposit is obtained prior to the tenants moving into the property and an additional addendum to the tenancy shall be drafted and signed by the tenants to say a professional carpet & property clean will be carried out. We will collect the rent on a monthly basis **(or more depending on your requirements)**. Please note that check in's, out's and inspections will be the responsibility of the landlord.

MANAGEMENT SERVICE

We provide a comprehensive 3rd party typed & pictured inventory and a schedule of condition prior to the tenants moving in (which will come at an additional charge unless you provide your own) and we shall advise all utility companies of the change of tenants and meter readings. We shall, if instructed to do so, register the deposit with My Deposits and provide the tenants with all relevant certification and documentation within the necessary time frame. We provide a day to day service and report to you on any issues the tenants may have during the term of the tenancy. We arrange any repairs you may authorise and pay this bill on your behalf and deduct from your next coming rent. We collect the rents on a monthly basis and pay you by electronic transfer and provide you with a monthly statement via email/post. Copies of invoices for repairs will be provided upon request. We arrange inspections and report our findings – this will determine the frequency of further inspections. Should there be a need to issue notice for arrears, possession or rent increases we shall issue the relevant notices. Arrange the renewal or extension of the tenancy agreement for a further period. At the end of the tenancy we shall carry out a detailed final inspection and ensure the property is secure. Any issues shall be reported to you and we shall liaise with the tenants over any deductions, should there be any dispute over the deductions we shall prepare and submit a full report and evidence to My Deposits for them to adjudicate.

RENT GUARANTEE AND LEGAL FEES

We can at additional monthly costs provide rent guarantee for our landlords which is underwritten by a reputable insurer & you will benefit from no loss of monthly income and all legal expenses in respect of obtaining possession is fully covered. In addition after possession has been gained the insurer will pay ½ month's rent for the following 3 months while a new tenant is found. This means you will receive your rent on the rent due date regardless of whether Envisage Sales and Lettings LTD have this payment or not from the tenant.

GAS SAFETY (Installation and Use) REGULATIONS 1998

It is the owner's responsibility to ensure a landlord gas safety certificate to be issued annually by a Gas Safe Registered engineer for each property (unless authority is given for Envisage Sales and Lettings LTD to arrange). The tenant and agent shall be provided with a copy. Where Envisage Sales and Lettings LTD have requested the Gas Certificate and is not provided or booked within 48 hours we will order our own at £84.00 INC VAT and deduct from your rent. The owner/Envisage should also retain records of any previous gas safety certificates. The law requires you to keep copies of these certificates for a minimum period of 2 years.

ELECTRICAL EQUIPMENT (Safety) REGULATIONS 1994

All portable appliances that are supplied by the owner remain the responsibility of the owner and should be P.A.T tested by a qualified engineer at the start of each tenancy, and renewed annually. We recommend that fixed wiring should be checked by a qualified electrician once the property is 5 years old and at intervals of no more than 5 years thereafter. All electrical work and repairs etc must be carried out by an NICEIC approved electrician. Again where Envisage have requested the P.A.T & Electrical Certificate and is not provided or booked within 48 hours we will order our own at £210.00 INC VAT for the Electrical Certificate and P.A.T prices vary depending on how many appliances.

SMOKE ALARMS REGULATIONS 2015

A smoke alarm must be installed in each property, and it is recommended that this is hardwired into the electrics of the property by a qualified electrician. We also recommend that you have a heat sensor located in the kitchen. It is now a responsibility of the landlord to keep all battery operated smoke alarms in full working order i.e. changing the batteries.

GENERAL PRODUCT SAFETY regulations 1994

The owner should visually inspect all fixture and fittings which are to be left within the property to ensure they are safe and fit to use, the owner should remove items which are not safe to use. Envisage Sales and Lettings LTD will have a duty of care to the tenants and will need to remove any unsafe furnishings the landlord leaves behind.

FURNITURE AND FURNISHINGS (fire safety) regulations 2010 (amended 1998)

The regulations apply to such items of soft furnishings as chairs, sofas, futons, beds, cushions, seat pads, and pillows (but not carpets and curtains). Furniture manufactured before 1950 and not re-upholstered does not need comply. Furniture manufactured before 1990 was often manufactured with materials that were not fire resistant and must be removed from the property. Compliant furniture must be capable of identification by label attached to the item(s) by the manufacturer. All fire safe labels MUST be kept ON the appliances.

ENERGY PERFORMANCE CERTIFICATES (EPC)

An Energy Performance Certificate must be produced before the property is marketed (or within 28 days of marketing if on order) and must be renewed as required by law. This must be produced and given to a tenant free of charge. If Envisage Sales and Lettings LTD request the EPC and haven't had a response within 7 days either provide or book this then we will order one and charge you £120.00 INC VAT.

FINANCE ACT

The self assessment system applies to all tax payers whether a UK or overseas resident. Landlords who reside overseas may apply to the Inland Revenue for an approval number which authorises the manager to pay rent without deduction of tax. However where no approval number is available the manager is legally bound to deduct tax at the basic rate. If a tenant pays rent directly to a landlord who is a resident overseas the tenant becomes responsible and can withhold the tax. Where the manager is required to remit tax return due quarterly to the Inland Revenue this will incur an administration charge of £30.00 INC VAT per quarter. Should the Inland Revenue exercise their powers and request information on UK landlords, a reasonable fee will be levied upon landlords residing in the UK who are responsible for their own tax affairs. Neither the Inland Revenue nor the manager will pay interest on monies held for the payment of tax liabilities arising from this contract. It is the responsibility of the owner to inform the manager in writing within 21 days if he is to be a non-resident landlord.

WATER ACT

The Water Act 2003 allows tenants who are renting a property for more than 6 months to apply for a water meter without the permission of the owner, and that council tax is payable by the landlord when the property is let as a holiday let, or let as a house in multiple occupation.

THE TENANCY DEPOSIT PROTECTION SCHEME – FOR ALL ASSURED SHORTHOLD TENANCIES WHICH STARTED AFTER 6TH APRIL 2007.

Tenancy Deposit Protection (TDP) schemes guarantee that tenants will get their deposits back at the end of the tenancy, if they meet the terms of the tenancy agreement and do not damage the property. Landlords must protect their tenant's deposits using a TDP scheme if they have let the property on an assured shorthold tenancy. Landlords or agents must use one of the three approved TDP schemes to protect tenants deposits where these conditions apply. If any other scheme is used, deposits are not protected in law. The three approved schemes are:

Deposit Protection Service (DPS)

My Deposits

Tenancy Deposit Scheme (TDS)

If you don't protect your tenant's deposits when required to, your tenants can take you to court and you may have to repay them their deposit plus three times the amount of their deposit. You will also be unable to seek possession of your property in certain circumstances.

LEGAL RESPONSIBILITY

The owner accepts that they are solely responsible for keeping accurate records and to ensure that they fulfil their legal responsibility in respect of a number of safety issues and their legal position throughout the term of each tenancy and that the following should be addressed prior to the commencement of any tenancy:

Written consent from the mortgage lender should be obtained prior to letting the property. If the property is leasehold the head lease may require written permission to sub let.

The owner should ensure that their property is adequately insured for both the buildings and contents and ensure the insurance company are aware that the property is let. Should the property be vacant between tenancies the owner is responsible for ensuring the insurance company are fully aware of any void periods. Owners are advised to ensure they read the policy wording of their insurance.

A more detailed version of our terms and conditions will be made available when instructed to let your property and that will form the basis of our contract with our clients. The above is a basic summary of our fees, and your legal responsibility.

RIGHT TO RENT – IMMIGRATION ACT 2014

As previously reported, the right to rent provisions are extended across the whole of England after being piloted in Birmingham, Walsall, Sandwell, Dudley and Wolverhampton. There is a brand new statutory guidance issued by Government and we have produced some new simplified guidance too. Basically, in a nutshell:

- ensure you are using our current application for accommodation as this asks all the appropriate questions
- ensure you physically see an original passport of all adult occupiers (not just tenants) in the presence of the holder(s)

- ensure the appearance and age of the holder reasonably matches any photograph and information
- make a clear copy of the passport and retain it electronically or paper copy – make sure to record the date it was copied
- retain for at least 12 months after the tenancy has ended
- if the applicant does not have a passport you will need two documents from group 2 of list A (if they are EEA or Swiss)
- if the applicant is not EEA or Swiss and found to have a time-limited right to remain in the UK, follow up checks will be necessary for which consult our guidance
- Contact the Guild if you are unsure of anything or are suspicious in any way (for example a single adult wishes to occupy a five bedroom house with no one else intending to occupy).

ADDITIONAL SERVICES AVAILABLE TO ALL OUR LANDLORDS

Inventory Charges for Managed & Unmanaged Properties;

1-4 Bedrooms	Furnished or Unfurnished £180.00 INC VAT
5-7 Bedrooms	Furnished or Unfurnished £240.00 INC VAT
8-10 bedrooms	Furnished or Unfurnished £300.00 INC VAT

***NB* Check in's, check out's and any interim inspections are not included in let only properties unless otherwise agreed & paid for.**

PAT Testing:

- 10 items or less £60.00 INC VAT
- 20 items or less £100.00 INC VAT
- Extra £5.00 per item after.

Electrical Lighting Inspections £210.00 INC VAT

New Fire Safe Equipment to Bring House up to Regulations; (This includes the first service)

Up to 3 bedroom house	£240.00 Inc. vat
Up to 4 bedroom house	£300.00 Inc. vat
Up to 5 bedroom house	£360.00 Inc. vat
Up to 6 bedroom house	£420.00 Inc. vat
Up to 7 bedroom house	£480.00 Inc. vat
Up to 8 bedroom house	£540.00 Inc. vat

Fire Equipment Service Yearly;

3-6 bedroom house	£120.00 Inc. vat
7-10 bedroom house	£240.00 Inc. vat

Written Property Valuation - £180.00 INC VAT

We will visit the property and give you a written valuation of expected rental income; this can then be used when requesting funding from mortgage companies to purchase your investment. Should we receive instruction from you to let the property then the fee is fully refundable once the property has been let by us.

Transfer of Ownership - £120.00 INC VAT

Where the ownership changes during the course of a tenancy all documentation will need to be changed. This includes the new tenancy agreement, the deposit storage being rectified and all other documentation. The new owner will still be tied into the Landlord Contract Clauses the previous landlord signed to and would need to give 3 months' notice if not requiring our services any longer.

Early Surrender Charge - £300.00 INC VAT

Where a tenant needs to vacate early, i.e. prior to the end of their tenancy we will draft an early termination which will need to be signed by all parties. This cost can usually be recovered from the tenant however in some circumstances the landlord will cover this cost where the landlord is requesting the surrender.

****Court Fees (Possession and/or Arrears Claims Only) - £482.40 INC VAT (This may vary depending on the procedure)**

Should we be instructed to commence with legal proceedings to regain possession of the property, and/or to claim for a judgement against the tenant for rent arrears then the court fees will be due before the issue of court papers. Please note that this fee only covers the initial paperwork from the courts. The fee will be due before we issue court papers by way of cheque payable HMCS (Her Majesty's Court Service).

****Solicitors Fees (Possession & Arrears Claims Only) - £600.00 INC VAT**

In the extreme cases we need to employ a solicitor to process court paperwork and attend a court hearing in order to gain possession AND a judgement against the tenant for rent arrears. We require payment on account so that we can start with these legal proceedings. This does not include any fees involved with appointing a bailiff.

****Solicitors Fees (Bailiff Warrant of Possession Only) - £360.00 INC VAT**

Should the tenant not vacate following the expiry of the court order a warrant of possession must be applied for. This involves a bailiff visiting the property. There is also a separate court fee of £95.00 INC VAT payable to HMCS.

****Accelerated Possession Fee (Possession Only Claim) - £360.00 INC VAT**

Should the tenant not vacate the property after being served formal notice but are not in arrears we must apply to the courts for order of possession? This fee includes one court appearance if necessary.

****Attending Court for Possession Proceedings - £120.00 PER HOUR INC VAT**

Should we be required to attend court to give a witness statement and/or further evidence we charge an hourly rate as detailed above, this in addition to our management fee and the solicitor's fees.

****Tenants fees-** Our fees range from £75.00-£500.00 including VAT and this is for the rental application, Credit Checks, Referencing and Tenancy Agreement preparation. Our Admin Fees **ARE NON-REFUNDABLE**. Other additional charges for Guarantors are £90.00 per Guarantor.

Envisage Sales and Lettings Ltd reserves the right to change these fees without notice.

