

S.J. Gartside Property Management scale of charges effective April 1, 2018.

Management Fees

Our standard management fee is 12.5% of all sums collected (including but not limited to rents, taxes, settlements and reimbursements).

Management fees include for marketing vacant property, collection and remittance of rents, dealing with day to day events, periodic inspections, arranging certification as required by statute, submitting VAT returns, arranging insurance and repairs, attending to all enquiries and negotiating new leases, licenses, renewals and reviews.

Management fees do not include for the costs of repairs, insurance, acquisitions, disposals, issuance of notices, recovery of arrears, taking action against tenants or others, distraint, forfeiture of tenancy, certification, assessments, market appraisals, valuations, surveys, formal representation in rental disputes, submissions to the Inland Revenue, leases, licenses and other related deeds and documents or any other work/service for which the tenant is liable to reimburse the landlord.

The services referred to in the paragraph hereinabove may be contracted out or dealt with in house as applicable. Where we are able to offer any of these services in house our charges are:

Acquisitions

Standard fixed fee for all acquisitions of 1% of the purchase price (not including legal fees and disbursements)

Disposals

Standard fixed fee for all disposals of 1.5% of the sale price (not including legal fees and disbursements)

Notices under s25 of the Landlord and Tenant Act 1954

Standard fixed fee of £ 50.00

Notices under s146 of the Law and Property Act 1925

Standard fixed fee of £ 75.00

All Other Notices

Charged hourly at £ 40.00 per hour + disbursements, subject to a minimum charge of £ 35.00

Recovery of Rent Arrears

Issuance of Reminders charged at £ 5.00 each

Issuance of Recovery Letter charged at £ 35.00

Other work done in recovering arrears will be charged at £ 40.00 per hour, subject to a minimum charge of £ 35.00

Non-standard payments

Receiving rent by any means other than agreed to in the lease charged at £ 12.00 per item

Forfeiture

Standard fixed fee of £ 185.00 + disbursements

Asbestos Surveys and Reports

Charged hourly at £ 80.00 per hour + disbursements, subject to a minimum charge of £ 165.00

Energy Performance Certificates

Basic charge of £ 99.00 + disbursements for up to 3 zones.

Additional zones charged at £ 12.00.

Er-Assessments from £ 75.00.

Plan drawing service from £ 22.50

Market Appraisals

Standard fixed fee for all market appraisals of 0.5 % of the appraised value

Schedule of Dilapidations

Charged hourly at £ 80.00 per hour + disbursements, subject to a minimum charge of £ 185.00

Representation at Formal Determination of Disputed Rent

Charged hourly at £ 80.00 per hour + disbursements, subject to a minimum charge of £ 365.00

Provision of In House Lease

Standard fixed fee of £ 150.00 (apportioned between landlord and tenant as negotiated)

Provision of In House License to Occupy

Standard fixed fee of £ 45.00

Provision of In House License to Alter

Charged hourly at £ 80.00 per hour + disbursements, subject to a minimum charge of £ 165.00

Other Services and Charges

Services not covered by the list hereinbefore are chargeable at the following rates:

Clerical services are charged hourly at £ 40.00 per hour + disbursements

General non-clerical services are charged hourly at £ 60.00 per hour + disbursements

Professional services are charged hourly at £ 80.00 per hour + disbursements

Fixed Disbursements

Registered/Recorded deliveries: £ 15.00

Simple travel charges include for time and milage costs and are charged in one direction only at £ 3.00 per mile, with no charge for journeys of 12 miles or less.

Printed documents - deemed otherwise unnecessary and could have been provided electronically: £ 35.00 (£ 30.00 of which is donated to Friends of the Earth)