



SLS Residential - Landlord Terms of Business and Fees Schedule

Let Only: From £900.00 + VAT

Rent Collect: 10% + VAT

Fully Managed: 14% + VAT

	Let Only	Rent collect	Full Management
Agree the rental value.	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents.	✓	✓	✓
Advise on refurbishments to meet the agent's consideration of the requirements for letting.	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible.)	✓	✓	✓
Market the property and advertise on relevant portals and the agent's website.	✓	✓	✓
Arrange access with the current occupants and carry out accompanied viewings (as appropriate.)	✓	✓	✓
Provide feedback on viewings and potential applicants to the Landlord and use third party companies to seek references.	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant.)	✓	✓	✓
Make any HMRC deduction and provide tenants with the NRL8.	✓	✓	✓
Provide tenants with a method of payment.	✓	✓	✓

Short Let Space

Ltd Trading as SLS Residential, 2 Shipton Road, Woodstock, Oxfordshire, OX0 1LL

Tel 01865 638 634 | Email: hello@slsresidential.co.uk

Company number: 06672997 | VAT number: 125530344



Deduct any pre-tenancy invoices.	✓	✓	✓
Collect any remit and initial months' rent.	✓	✓	✓
Agreed to collect any shortfall and payment method.	✓	✓	✓
Advise all relevant utility providers of any changes, if required.		✓	✓
Demand, collect and remit the monthly rent.		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions.		✓	✓
Organise Safety Certificate for statutory requirements (where applicable.)			✓
Undertake a minimum of two routine visits per annum and notify the outcomes of the landlord.			✓
Arrange routine repairs and instruct approved contractors up to an agreed expenditure limit.			✓
Security Deposit dilapidation negotiations.			✓
Hold keys throughout the tenancy term.			✓

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Additional Non-Optional Fees and Charges

- Energy Performance Certificate (EPC) from £90.00 (inc. VAT)
- Gas Safety Certificate (GSR) from £120.00 (inc. VAT)
- Gas Safety Certificate (GSR) and Boiler Service £156.00 (inc. VAT) (Up to 2 gas appliances)
- Electrical Installation Condition Report (EICR) from £220.00 (inc. VAT)
- Portable Appliance Testing (PAT) from £90.00 (inc. VAT)
- Legionella Risk Assessment from £120.00 (inc. VAT)
- Fire Risk assessment from £190.00 (inc. VAT)
- Costs of contractors attending your property that are arranged by SLS residential are dispersed to you at the contractors invoiced rate + 10% (+ VAT)

START OF TENANCY FEES (Included with Let Only)

Set-up Fees: £300.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, comprehensive referencing via a third party provider including financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability). Contract negotiation (amending and agreeing terms) and arranging the signing of the Tenancy Agreement.

Additional Tenant Referencing Fees: £36.00 (inc. VAT) per tenant.

Landlord Withdrawal Fees (before move-in): £300.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy after terms have been agreed but before the Tenancy Agreement is signed or executed.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Optional Deposit Registration Fees (Bronze; (Let Only): £36.00 (inc. VAT) per tenancy. Register the tenant details and protect the security deposit within the DPS or TDS Custodial

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Government-authorised Schemes. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory and Check Out Fees: Charged at the Inventory Clerks Cost (Ask for current rates). Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Optional Agent Accompanied Check-in Fee: £90.00 (inc. VAT) per tenancy. Attending the property to welcome the tenants, confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility metres, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Optional Rent Guarantee Insurance: £300.00 (inc. VAT) per annum.

DURING TENANCY FEES

Fully Managed Homes will be visited a minimum of once per annum Additional Property Visits: £60.00 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Renewal Fee including Rent Review: £144.00 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, updating terms and arranging for the signing of a further tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Right-to-Rent Follow-Up Check: £36.00 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to our Bronze: (Let Only) service. Arrangement Fees for maintenance works costing over £500.00: 12% of net cost (inc. VAT).

12% including VAT charge for Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

END OF TENANCY FEES

Tenancy Dispute Fee: £180.00 (inc. VAT) per tenancy. The costs associated with the preparation of evidence and submitting this to the Landlord or to the tenancy deposit schemes arbitration service, should there be a dispute regarding the deposit return as well as dealing

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with any required correspondence relating to the dispute, irrespective of the decision of the schemes arbitration service. This Fee does not apply to the Gold:(Full Management Service) and only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): £36.00 (inc. VAT) per Notice.

Court Attendance Fees: £90.00 (inc. VAT) per hour. Plus the reasonable costs and expenses of SLS Residential.

FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £36.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £36.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Providing an Annual Income and Expenditure Schedule annually included with our Full Management Service)

OTHER FEES AND CHARGES

Obtaining more than two contractor quotes: £12.00 (inc. VAT) per additional quote. Fully Managed service only.

Vacant Property Management Fees: £60.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £180.00 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £36.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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Property Delivery Fees: £40.00 (inc. VAT) per hour. For a member of staff to attend and wait at a property for a delivery or maintenance visit on behalf of the Landlord.

Key Holding Fees: £50.00 (inc. VAT) per annum. To hold keys in our offices for Non-Managed Properties and to record and sign out keys to Landlords own contractors.

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Address of let property:

CLIENT 1

Full Name

Address:

Mobile:

Landline:

Email

Bank Account sort code

Bank account Number

Name on Bank account exactly

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CONSENT TO LET

By signing this contract and any subsequent tenancy agreement you warrant that you are the sole owner(s) of the property as recorded at the Land Registry. By ticking this box you are stating that, although you are not the owner of the above property(ies), you warrant, represent and undertake to SLS Residential that you have authority to sign this contract and any subsequent tenancy agreement on the owner's behalf. You also commit to provide appropriate evidence of authority to sign this contract and any subsequent tenancy agreement on the owner's behalf such as: Power of Attorney, Appointment as Agent for Owner or Appointment as Trustee.

You understand that the Guide to Landlords applies to this agreement and you agree to be bound by it as an addendum to this agreement and by signing these terms you agree to be personally responsible for all fees and charges due.

Consent to Let- By signing this agreement, you agree that, before we provide you with any of our services you must obtain permission, if applicable, from your mortgage lender, your head lease and/or your insurance company. You must also inform us of any conditions or restrictions imposed by any of these so that they can be incorporated in the Tenancy Agreement.

Agency Period

You appoint us for the "Agency Period". The Agency Period will commence on the date that these terms are signed by the Landlord and will extend to _____ weeks after the 1st day that the Property is able to be marketed in compliance with current legislation and will continue thereafter unless terminated.

This agreement cannot be terminated within the Agency Period, thereafter this agreement may be terminated by either you or us, upon 28 days' prior written notice to the other.

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