

SWR RESIDENTIAL LETTINGS
STANDARD PRICING DOCUMENT

Valid from 1st December 2021

We offer several different levels of service to meet your individual needs. All our packages can be personalised to suit, so please do not hesitate to speak to us to see if we can create a package that is bespoke to your requirements.

TENANT FIND ONLY OPTIONS

DIY Package: Suitable for the seasoned professional landlord, select which tasks you would like us to carry out on your behalf. Items from the DIY package can be requested during the tenancy after using our bronze package below, on an ad hoc basis. **Cost: Detailed below, pick and choose your individual items**

Bronze Package: Otherwise known as “Let Only” this package is suitable for those landlords with the skills and time to manage their own properties but need help to advertise, locate and reference tenants, set up the tenancy agreements correctly and check their tenants in. **Cost: 60% Plus VAT of one months’ rent (72% of one months’ rent including VAT)**

PARTIAL MANAGEMENT OPTION

Silver Package: Our “Legal Management” package, otherwise known as “Rent Collection”. Happy to deal with maintenance, compliance, regular inspections, and check-outs yourself, but want your legal compliance and financial requirements taken care of? If so, this is the package for you. **Cost: 10% Plus VAT (12% of monthly rent inclusive of VAT)**

FULL MANAGEMENT OPTION

Gold Package: **The most popular package we offer.** A full management option at a reasonable cost, which suits most accidental or small portfolio landlords alike, fully flexible to your needs and the amount of involvement you require. Includes all tasks relevant to the ongoing management of your tenancy. **Cost: 12% Plus VAT (14.4% of monthly rent inclusive of VAT)**

PACKAGE PRICING (All prices include VAT)

DIY PACKAGE

Professional Valuation **Free of charge**

Full compliance audit of your property and paperwork **£199**

Full compliance audit ((HHSRS/Homes (Fitness for Human Habitation) Act) of your property **£150**

Tenancy set up (Includes professional photography, marketing, viewings, negotiation of terms) **£300**

Tenant/Guarantor Referencing including Right to Rent checks **£40 per person**

Collection and transfer of initial funds **£18**

Provision of Assured Shorthold Tenancy Agreement **£120**

Provision of Guarantor Agreement **£50**

Provision of Pet Addendum **£50**

Provision of Company Let Agreement **£200**

Provision of Resident Landlord Licence **£100**

Electronic Signature of documents **£18**

Amendment to legal documents (per amendment) **£35**

Security deposit protection **£35**

Negotiation of deposit deductions **£36 per hour**

Deposit arbitration **£36 per hour**

Statutory declaration **£60**

Utility transfer **£36**

Full check in with photographic report **£150**

Rent Guarantee insurance **£200 per annum**

Eviction insurance **£100 per person per annum**

Dealing with rental arrears **£36 per hour**

Resolving breaches of tenancy **£36 per hour**

Rent review (including service of Section 13 notice) **£150**

Fixed term contract renewal **£120**

Deed of surrender and assignment **£150**

Service of Section 8/21 notice **£150**

Right to rent check **£36**

Standalone property inspection with photographic report **£120**

Full check out with photographic report **£150**

Any other ad-hoc work relating to the property or tenancy **£36 per hour**

BRONZE PACKAGE

The following items are included in the bronze package unless a price is noted.

Professional Valuation

Full compliance audit of your property and paperwork

Tenancy set up (Includes professional photography, marketing, viewings, negotiation of terms)

Tenant Referencing including Right to Rent checks

Collection and transfer of initial funds

Provision of Assured Shorthold Tenancy Agreement

Provision of Guarantor Agreement

Provision of Pet Addendum

Provision of Company Let Agreement

Provision of Resident Landlord Licence

Electronic Signature of documents

Amendment to legal documents

Utility transfer

Full check in with photographic report

Chargeable services on the bronze package:

Security deposit protection **£36**

Negotiation of deposit deductions **£36 per hour**

Deposit arbitration **£36 per hour**

Statutory declaration **£60**

Rent Guarantee insurance **£200 per annum**

Eviction insurance **£100 per person per annum**

Dealing with rental arrears **£36 per hour**

Resolving breaches of tenancy **£36 per hour**

Rent review (including service of Section 13 notice) **£150**

Fixed term contract renewal **£120**

Deed of surrender and assignment **£150**

Service of Section 8/21 notice **£150**

Standalone property inspection with photographic report **£120**

Full check out with photographic report **£150**

Any other ad-hoc work relating to the property or tenancy **£36 per hour**

SILVER PACKAGE

The following items are included on the silver package unless a price is noted.

Professional Valuation
Full compliance audit of your property and paperwork
Collection and transfer of initial funds
Provision of Assured Shorthold Tenancy Agreement
Provision of Guarantor Agreement
Provision of Pet Addendum
Provision of Company Let Agreement
Provision of Resident Landlord Licence
Electronic Signature of documents
Amendment to legal documents
Security deposit protection
Negotiation of deposit deductions
Utility transfer
Full check in with photographic report
Dealing with rental arrears
Resolving breaches of tenancy
Rent review (including service of Section 13 notice)
Service of Section 8/21 notice
Right to rent check
Collection of monthly rent with statement of account
Statement copies sent to nominated accountants/contacts
Access to the landlord online portal
Documented service of all compliance related paperwork
Pre-check in visit if required
Sourcing of appliance manuals
Annual rent review
Administration of tax deductions for landlords not using NRL scheme
Administration of landlords using NRL scheme

Chargeable services on the silver package:

Tenancy set up due at the start of each new tenancy (Includes professional photography, marketing, viewings, negotiation of terms) **£300**
Tenant/guarantor referencing including Right to Rent checks **£40 per person**
Deposit arbitration **£36 per hour**
Statutory declaration **£60**
Rent Guarantee insurance **£200 per annum**
Eviction insurance **£100 per person per annum**
Fixed term contract renewal **£60**
Deed of surrender and assignment **£120**
Standalone property inspection with photographic report **£120**
Full check out with photographic report **£150**
Key cutting **£18 + cost of keys**

GOLD PACKAGE

The following items are included on the gold package unless a price is noted.

Professional Valuation
Full compliance audit of your property and paperwork
Collection and transfer of initial funds
Provision of Assured Shorthold Tenancy Agreement, Guarantor Agreement, Pet Addendum or Company Let Agreement
Provision of Resident Landlord Licence
Electronic Signature of documents
Amendment to legal documents
Security deposit protection
Negotiation of deposit deductions
Utility transfer
Full check in with photographic report
Dealing with rental arrears and resolving breaches of tenancy
Rent review (including service of Section 13 notice)
Service of Section 8/21 notice
Right to rent checks
Standalone property inspections with photographic report (3 per annum)
Full check out with photographic report
Collection of monthly rent with statement of account
Statement copies sent to nominated accountants/contacts
Documented service of all compliance related paperwork
Pre-check in visit if required
Sourcing of appliance manuals
Annual rent review
Administration of tax deductions for landlords not using NRL scheme
Administration of landlords using NRL scheme
Administration of all compliances and safety testing
Administration of all preventative maintenance
Use of our 24/7 emergency maintenance line
Reactive and planned maintenance
Use of agency equipment (dehumidifiers/radiators/fridges) if required
Annual tax summary if requested

Additional Services on the gold package:

Tenancy set up due at the start of each new tenancy (Includes professional photography, marketing, viewings, negotiation of terms) **£300**
Tenant/guarantor referencing including Right to Rent checks **£40 per person**
Key cutting **£18 + Cost of keys**
Deposit arbitration **£36 per hour**
Statutory declaration **£60**
Fixed term contract renewal **£60**
Deed of surrender and assignment **£120**
Rent Guarantee insurance **£200 per annum**
Eviction insurance **£100 per person per annum**
Additional property inspections **£60 per inspection**
Empty property caretaking **£36 per visit**
Administration of insurance claims **£36 per hour**
Administration of major works (Over £1000) **£36 per hour**

Quick Comparison

<u>Service</u>	<u>Gold</u>	<u>Silver</u>	<u>Bronze</u>
Professional Valuation	INCLUDED	INCLUDED	INCLUDED
Full compliance audit	INCLUDED IN SET UP CHARGE*	INCLUDED IN SET UP CHARGE*	INCLUDED
Provision of legal documents	INCLUDED IN SET UP CHARGE*	INCLUDED IN SET UP CHARGE*	INCLUDED
Electronic signing	INCLUDED	INCLUDED	INCLUDED
Security deposit protection	INCLUDED IN SET UP CHARGE*	INCLUDED IN SET UP CHARGE*	
Negotiating deposit deductions	INCLUDED	INCLUDED	
Transfer of utilities	INCLUDED IN SET UP CHARGE*	INCLUDED IN SET UP CHARGE*	
Photographic check in	INCLUDED IN SET UP CHARGE*	INCLUDED IN SET UP CHARGE*	INCLUDED
Monthly rent collection	INCLUDED	INCLUDED	
Rental statements	INCLUDED	INCLUDED	
Rent arrears	INCLUDED	INCLUDED	
Breaches of tenancy	INCLUDED	INCLUDED	
Annual rent review	INCLUDED	INCLUDED	
Service of legal notices	INCLUDED	INCLUDED	
Photographic check out	INCLUDED		
Ongoing right to rent checks	INCLUDED	INCLUDED	
Photographic inspections	INCLUDED		
Reactive maintenance	INCLUDED		
Planned/cyclical maintenance	INCLUDED		
Annual safety testing administration	INCLUDED		
NRL Scheme	INCLUDED	INCLUDED	
24/7 Emergency Maintenance	INCLUDED		

*One off tenancy set up charge due at the start of any new tenancy, covering locating the tenant and setting up the tenancy, due on our managed packages **£300 including VAT**

PROFESSIONAL INVENTORY CHARGES

	Unfurnished	Furnished
1 Bed	£85	£105
2 Bed	£120	£140
3 Bed	£140	£160
4 Bed	£150	£170
5 Bed +	£170	£190

SAFETY TESTING AND COMPLIANCE

Please note all safety testing and compliance certificates are provided by third party suppliers. SWR charge an arrangement fee for completing these works which is included in the quoted prices below.

Energy Performance Certificate	£90
Gas Safety Certificate only	£84
PAT Testing Certificate only	£84
Gas boiler service only	£60
Gas & PAT combined test	£120
Boiler Service during annual safety test	£30
CO & smoke alarm certificate	Included with test
Furniture test	Included with test
Legionella Risk Assessment	£70
Electrical Installation Certificate Report (EICR)	1-4 Bedrooms £210, 5+ Bedrooms £234

ADDITIONAL AGENCY SERVICES

Project management of refurbishment/renovation	£36 per hour
Additional hourly rate – Negotiator/Property Manager	£36 per hour
Additional hourly rate – Consultancy	£70 per hour
Completion of accelerated possession forms (Form N5B)	£120 per hour
Court attendance	£120 per hour + travel expenses

HOUSE OF MULTIPLE OCCUPANCY MANAGEMENT (HMO)

Preparation and Licence Application <ul style="list-style-type: none"> - HMO Licensing Preparation Check - Administration of any additional safety testing required - Administration of any additional maintenance required - Meeting with council compliance officer if required - Licence Application in name of landord 	£300
Renewal of Licence Application	£180
Fire Risk Assessment (outsourced)	By quote
Fire Blanket Installation	By quote/dependent on requirements
Mains Smoke Alarm System Installation (outsourced)	By quote / dependent on requirements
Council Licence: New application- Bristol	Total: <u>£1255</u> <ul style="list-style-type: none"> • £414 prior to application • £841 upon successful application DISCOUNT: £200 on second payment
Council Licence Cost: 5-year renewal - Bristol	Total: <u>£1055</u> <ul style="list-style-type: none"> • £348 prior to application • £707 upon successful application DISCOUNT: £200 on second payment
Council Licence: New application (up to 5 units) – South Gloucestershire	£656.00
Each additional Unit	£35
Fit and proper person check	£35
HMO Monthly Management Charge <ul style="list-style-type: none"> - One monthly fire safety visit - Managing licence requirements on your behalf 	£72