

LANDLORD FEES & CHARGES

Everything you need to know



Smart Investment & Management was founded in 2017 with the vision that agents had so much more to offer the residential property industry.

Following on from operating in the residential property market for a number of years, and through experience of working with other letting agencies on a day-to-day basis, we believed that we could deliver higher standards, more efficiently, to both landlords and tenants alike. So, we decided to formally launch the lettings & management arm of the business in 2019.

We are a team of proactive, quick thinkers and good listeners who firmly believe and deliver on the same key customer service attribute; treat customers like people instead of transactions and really do offer that personal touch. We strongly believe that great service is not just about experience and expertise.

We have one philosophy; to keep the promises we make.

Welcome to Smart Investment & Management.

Ensuring your assets future is secure.

SMART
INVESTMENT & MANAGEMENT

SCHEDULE OF FEES

SERVICE	LET ONLY	FULLY MANAGED
Set Up / Tenant Find Fee	£600 + VAT	£450 + VAT
Tenant Reference Report (per tenant)	£50 + VAT	Included** (unless a one off)
Inventory Report	£120 + VAT	£120 + VAT
Deposit registration	£50 + VAT (PA)	£50 + VAT (PA)
Tenancy Renewal	£120 + VAT	£120 + VAT
Property Inspections	£50 + VAT	Included*
Service of Section 21	£120 + VAT	Included
Service of Section 13	£120 + VAT	£120 + VAT
Service of Section 8 notice	£120 + VAT	Included
Change of sharer	£350 + VAT	£250 + VAT
Check out	£120 + VAT	Included
Deposit dispute	£250 + VAT	Included
DPS Statutory Declaration	£60 + VAT	Included
Annual Statement of Income & Expenditure	£75 + VAT	£25 + VAT
Gas Safety Certificate (Valid for 1 year)	£85 + VAT	£85 + VAT
Electrical Installation Condition Report (EICR)	£160 + VAT	£160 + VAT
EPC (valid for 10 years)	£75 + VAT	£75 + VAT
Legionnaires Assessment	£75 + VAT	£75 + VAT



Schedule of fees effective from 26th January 2023

*up to 4 inspections per annum

**up to two tenants per tenancy

THINGS TO NOTE

Not all fees will apply to every let.

Clients are entirely free to choose their own products, services and providers.

Smart Investment & Management are members of the Client money protection scheme with Client Money Protect. www.clientmoneyprotect.co.uk

We are also a member of the Redress scheme provided by The Property Ombudsman. www.tpos.co.uk

REFERRAL FEES

Smart Investment & Management Limited earn a supplementary income from various sources in relation to the provision, referral and introduction of services and products to our clients and customers. This may be in the form of a fixed fee or percentage of a premium, fee, or invoice. This is not done in all cases and use of these providers/ suppliers is not mandatory. Clients are entirely free to choose their own products, services, and providers.

We declare this intention within our Terms of Business and by signing these documents our clients and customers confirm their agreement to us doing so.

Landlord examples are:

- Up to 30% commission on landlord and tenant insurance “premiums” / warranties. A typical average per policy would be £30 PA for tenants and £65 PA for landlord.
- Between 8% and 12% commission may be charged to some contractors / tradesman in return for being on our panel of preferred contractors. This is not passed to our clients within the invoice, it is a profit share agreement with the contractor directly.
- Up to £35 commission from providers of Energy Performance Certificates.
- Up to £35 commission from providers of Legionella Risk Assessments, EICR & Gas Safety Certificates.



SUMMARY OF SERVICES

PRE-LET PHASE	FULLY MANAGED	LET-ONLY
Initial appraisal.	✓	✓
We'll visit your property for an appraisal and full consultation.	✓	✓
Our professional photographer will take photographs for the marketing of each property.	✓ charges may apply	✓ charges may apply
Your property will be placed on the relevant portals, such as Rightmove and Zoopla, as well as being featured on our Smart Investment & Management website.	✓	✓
Property viewings will be organised and conducted by our team.	✓	✓
We'll take care of all the references and financial checks for each tenant.	✓	✓ charges may apply
Our team will prepare the necessary tenancy agreement.	✓	✓
A detailed inventory of the property and its condition will be taken.	✓	✓ charges may apply


APPLICATION PHASE	FULLY MANAGED	LET-ONLY
We'll take note of meter readings and notify necessary utility companies of a new tenant, including council tax.	✓	✓
The first month's rent and deposit will be requested and secured.	✓	✓
We'll make sure all necessary paperwork is signed and complete before or on the date the tenant moves in.	✓	✓

SUMMARY OF SERVICES

DURING THE TENANCY	FULLY MANAGED	LET-ONLY
The deposit will be placed with the DPS (Deposit Protection Service).	✓	✓ charges may apply
Rent will be collected monthly and remitted promptly into your account.	✓	✗
Our team will regularly schedule and conduct property visits for you.	✓	✗
Any repairs or maintenance issues will be resolved quickly via your portfolio manager. Tenants can also make requests online via PropertyFile.	✓	✗
We'll make sure your gas checks and compliance certificates are all kept up to date.	✓	✗
Section 21, 8 or Section 13 notices will be served when necessary.	✓ charges may apply	✗
Any tenancy extensions or rent increases will be taken care of by us.	✓ charges apply	✗ Available at a cost

END OF TENANCY/MOVE OUT	FULLY MANAGED	LET-ONLY
Our team will take care of everything throughout the check out process, including taking meter readings, returning keys and making sure any damage/ cleaning is noted (this is why it's important to do a thorough inventory at the start).	✓	✗ Available at a cost
Proposing and agreeing any deposit deductions with the tenants. Should an agreement not be made, we will dispute this and submit any evidence to your claim via the DPS.	✓	✗
Utility companies and local authorities will be notified of the change in occupancy.	✓	✗
We'll arrange any necessary cleaning or repairs before a new tenancy.	✓	✗
Your property will be prepared for re-letting and a full rental assessment will be undertaken.	✓	✗

CONTACT US

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 [smartim.co.uk](https://www.smartim.co.uk)

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