



JNP

## Landlord Service Levels & Fees

High Wycombe Lettings  
Princes Risborough Lettings  
Amersham Lettings  
Property Management

01494 520555  
01844 463555  
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# Level of service offered

## Let Only Service (DIY) 12% of rent (inc VAT) (10% + VAT)

### Includes:

- Value property and provide marketing advice
- Prepare property details
- Fully market property including online, in-office and paper methods
- Erect a To Let board if applicable
- Accompanied viewings
- Advice on issues of compliance
- Full tenant referencing including; credit check, employment and previous landlord references
- Carry out right to rent checks
- Arrange an inventory and end of tenancy check out
- Collect agreed security deposit
- Deduct any pre-tenancy invoices
- Check smoke alarms are present, in date and working on the move in day



## Rent Collection 14.4% of rent (inc VAT) (12% + VAT)

### Includes:

- All items within our Let Only Service plus:
- Protect the deposit monies in line with regulations
- Collect and remit the monthly rent received
- Deduct commission monthly
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
- Provide detailed HMRC compliant monthly statement
- Negotiate renewal at the end of the fixed term of tenancy
- Provide 4 weeks free, pre-arranged management cover
- Arrangement of annual gas safety certificate if applicable (plus the cost of the certificate)



## Fully Managed 18% of rent (inc VAT) (15% + VAT)

### Includes:

- All items within our Let Only Service and Rent Collection Service plus:
- Arrange routine repairs and instruct approved contractors
- Regular property inspections including photographs and written report
- Deduct cost of works from monthly rental income
- Hold keys throughout the tenancy term
- Negotiate return of deposit and any deductions required
- Write to utility suppliers at end of the tenancy



# Fee schedule (including VAT)

	<b>Fully Managed 18%</b>	<b>Rent Collection 14.4%</b>	<b>Tenant Find 12%</b>
<b>Before tenancy</b>			
Set up fee	£420	£420	£420
Deposit registration fee	£4.80 (monthly)	£4.80 (monthly)	£57.60 (12 months)
Inventory charges	£122.76 - £303.60	£122.76 - £303.60	£122.76 - £303.60
Smoke alarm / CO alarm installation	£25	£25 plus cost of alarms	£25 plus cost of alarms
Energy Performance Certificate (Including Floor Plan)	£118.80	£118.80	£118.80
<b>During tenancy</b>			
Site visits other than maintenance / routine visits	£84	N/A	N/A
Additional property inspections requested (per visit)	£84	N/A	N/A
Duplication of keys & testing of extra keys (plus cost of keys)	£12	£12	£12
Obtaining more than two contractor quotes	£24	N/A	N/A
Submission of non-resident Landlords receipts to HMRC per quarter	£30	£30	N/A
Renewal & rent review fee	£180	£180	£300
Check out fee	£105.60 - £254.76	£105.60 - £254.76	£105.60 - £254.76
Project managing insurance claims (per hour)	£50	N/A	N/A
Annual tax or duplicate statements	£12	£12	N/A
Shopping Fee	£30 plus the cost of the item	N/A	N/A
<b>After tenancy/Ad hoc</b>			
Managing a property during a void period	7.2% of last rent achieved	N/A	N/A
Section 21 notice	£180	£180	£180
Preparing dispute evidence	£96	N/A	N/A
Court Attendance (per hour)	£84	£84	£84

**JNP High Wycombe**

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