



A business built by recommendation

Paul Kingham Residential Lettings – LANDLORD FEES (All fees shown include Vat @ 20%)

We offer our landlords three different levels of service: bronze, silver, gold - as described below:

- **BRONZE - 6.5% plus vat (7.80% including Vat):** We are employed only to market the property, source tenants, set up the tenancy and associated paperwork, collect all the initial monies and register the deposit. Thereafter, landlords deal directly with their tenants concerning all rent collection, management and maintenance issues.

- **SILVER - 8.5% plus vat (10.20% including Vat):** We are employed to market the property, source tenants, set up the tenancy and associated paperwork, collect all the initial monies and register the deposit. Thereafter we collect the rent, but the landlord will deal with any management or maintenance issues during the tenancy.

- **GOLD - 10.5% plus vat (12.60% including Vat):** This is our managed service level. We source tenants, set up the tenancy and associated paperwork, prepare the property for move in day (if requested to do so), collect the initial monies and ongoing rent, register the deposit, deal with all management and maintenance issues during the tenancy and visit the property usually four times per annum reporting back to our landlord clients afterwards by email. We are usually the only point of contact for the tenant under this service level but sometimes landlords will request that their tenants call them directly for certain maintenance issues. We would deal with any disputes at the end of the tenancy between landlord and tenant concerning the return of the deposit and damages etc.

Compulsory fees (all service levels – please also see notes below)

- Tenancy set up fee (per new tenancy – includes tenant references, tenancy agreement preparation, inventory check in appointment, full property marketing and floor plan) - £288
- Tenancy renewal fees (includes rent increase negotiations) - £80
- Inventory compilation (first tenancy only) - £108 - £192 depending on property size (see inventory fee table below)
- Inventory checkout fee - £96 -£180 depending on property size (**see inventory fee table below**)
- Inventory update between tenancies - £60

Optional fees

- 360 degree walk through video, professional floor plan and professional still photos package £199 (strongly recommended)
- Rent guarantee and legal insurance – cost varies according to rental level – please ask for details
- Standard video walk through (not 360 degree) - £60
- Energy performance certificate - £90 – *legal requirement*
- Gas safety certificate - £99 – *legal requirement*
- Basic electrical safety tests (includes portable appliance test) - £99 – *legal requirement*
- Legionnaires disease risk assessment - £90 – *legal requirement*
- Full electrical inspection – from £350 depending on size of property (periodic inspection report)
- One copy of signed tenancy agreement to landlord – no charge
- Provision of rent payment history schedule/copy statements for landlord tax computation (one off per annum) – no charge
- Lodging and protecting of tenant deposits with DPS – no charge
- One copy of inventory to landlord (per tenancy) – no charge
- Court appearance as witness for landlord at repossession cases - £135 regardless of time spent at court (40p per mile additional charge if court is more than 15 miles from High Wycombe)
- Waiting time at landlord's property for tradesman, deliveries etc. - £48 per hour (or part hour)

NOTES

We do not usually negotiate tenancy renewals and rent increases for tenancies under our bronze service level unless specifically requested to do so by our landlord clients and in which case, fees would apply (please ask for details).

Landlords can arrange their own gas safety test, electrical safety test, legionnaires disease risk assessment and energy performance certificate if they prefer. These certificates must be made available to the agent well before tenancy commencement. **The energy performance certificate must be made available to the agent prior to the marketing of the property.**

As the 360-degree video and photo package is likely to be a one off, it is highly recommended for the best marketing of your property.

Some landlords prefer to carry out their own inventory work and we will generally accept this but on managed tenancies, professional inventory work is essential and very strongly recommended in case of a deposit dispute at the end of a tenancy.

Anything less than a professional inventory, check in and checkout, may damage the landlord's case if there is a dispute with the outgoing tenant over the condition of the property at tenancy end.

Ask about our price match guarantee – if another local ARLA Propertymark member agent offers you lower fees than ours – we guarantee to match them (terms apply).

Inventory fee table - All fees include Vat at 20%

Inventory make (first tenancy only)	Unfurnished / Furnished
Studio	£108
1 Bed	£120
2 Bed	£132
3 Bed	£144
4 Bed	£168
5 Bed	£192
6 Bed	POA
Check in & Declaration	Unfurnished / Furnished
Studio	Included in tenancy set up fee
1 Bed	Included in tenancy set up fee
2 Bed	Included in tenancy set up fee
3 Bed	Included in tenancy set up fee
4 Bed	Included in tenancy set up fee
5 Bed	Included in tenancy set up fee
6 Bed	Included in tenancy set up fee
Check out & report	Unfurnished / Furnished
Studio	£96
1 Bed	£108
2 Bed	£120
3 Bed	£132
4 Bed	£156
5 Bed	£180
6 Bed	POA
Inventory update	Unfurnished / Furnished
All Properties	£60

LETTING AND MANAGING IN HIGH WYCOMBE SINCE 1994



We look forward to working with you – *Paul Kingham*

Richard Spooner – High Wycombe Landlord

I turned to Paul Kingham Lettings after a very poor experience of dealing with another letting agent. From the outset Paul Kingham, and his associate partner, showed the utmost professionalism. Appointments were well managed and, as promised, they updated me with a status of the visits immediately afterwards. They show a high level of care to both the prospective landlord and tenant, engendering a high level of confidence in their service. Highly recommended and will continue to use Paul's services in future.