

FAIRFIELD LETTINGS MENU OF SERVICE AND FEE OPTIONS


What level of service should you chose?	Who is it for?
TENANT FIND / LET ONLY?	<i>This service is for experienced landlords or local authorities that simply want a platform to market their property, find a tenant and complete contracts, without any further support from the agent. The landlord would be responsible for ensuring they are compliant with their legal duties and up to date with safety certification.</i>
LET ONLY WITH RENT COLLECTION?	<i>This service is for experienced landlords that just want the agent to find the tenant, execute contracts and collect the rent. This is for landlords that want to be their own tenancy manager and deal with everything to do with their legal compliance, safety certification, maintenance and the tenants point of contact.</i>
MANAGED TENANCY LITE?	<i>This service is for landlords that want the agent to find the tenant, execute contracts, collect the rent and carry out a basic tenancy management service. This is for landlords that are happy to be responsible for their legal compliance, carry out inspections and arrange their own maintenance, but would like the agent to provide telephone support and be the tenants initial point of contact, along with dealing with dilapidation claims at the end of the tenancy.</i>
MANAGED TENANCY PREMIUM?	<i>This service is for landlords that want the agent to find the tenant, execute contracts, collect the rent and carry out a Premium tenancy management service. This is for a landlord that doesn't want the stress of managing the legal compliance and safety certification, and wants the agent to carry out inspections, deal with day to day maintenance issues and be the tenants point of contact.</i>
MANAGED TENANCY PLATINUM?	<i>This service is for landlords that want the agent to oversee everything! Whether it involves dealing with maintenance works over £500, being the point of contact for insurance issues, or communicating with the local authority regarding the Fitness For Human Habitation Act and compensation claims from a tenant.</i> This service also includes Rent Guarantee Insurance*

How your fee is calculated

The monthly fee you are charged depends on which one of our **service levels** you have chosen. The menu below explains exactly what is included within each service level across the five stages of a tenancy. This will help you understand what is included so that you can decide how involved you want to be with your tenancy. Within each stage we have detailed how much of the overall fee is allocated for that part of our service.

Please note –

- Stage one (Setting up your tenancy compliance) is a one off charge for each new tenancy** to assist with your compliance requirements. (This is in addition to your monthly fee).
- If your tenant extends their tenancy** after 12 months, you will not require Stage two (Finding Your Tenant) and will **receive 2.4% inc.vat discount from your monthly fee.**
- On the last page of this menu is the additional services page. These services are colour coded to identify which stage they relate to and the additional cost that applies should you require any of these services. The menu below will highlight if any of these services are included within the service level you have chosen.

What are you looking for from your Letting agent?	✓	LEVEL 1	LEVEL 2	LEVEL 3 -	LEVEL 4 -	LEVEL 5 -
		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	LITE	PREMIUM MOST POPULAR	PLATINUM
				Tenancy Managed Service		

Stage 1 - SETTING UP YOUR TENANCY COMPLIANCE - *The really important stuff making sure you have all the new laws and regulations covered!*

Landlord Starter Pack - This guide provides all areas of lettings legislation that you need to put in place, including our 26 point checklist for you to complete	✓	✓	✓	✓	✓
Over 100 pieces of legislation to consider when letting your property, including compliance with the Tenant Fees Act 2019	✓	✓	✓	✓	✓
Fitness for Human Habitation Act - A 29 point checklist reminder to use	✓	✓	✓	✓	✓
153+ Actions to set up a Tenancy - There are at least 153 tasks required to set up a new Tenancy!	✓	✓	✓	✓	✓
Client Money Protection - This is a legal requirement!	✓	We are Propertymark Client Money Protection compliant			
Fairfields are ICO (Information Commissioners Office) registered - This is legal requirement if you hold information about a Tenant	✓	✓	✓	✓	✓
Money Laundering compliance and registration with HMRC	✓	✓	✓	✓	✓
Contract Preparation - Creating your Assured Shorthold Tenancy agreement to ensure all current legal requirements are included, together with arranging signing by both Landlord and Tenant	✓	✓	✓	✓	✓
An agent must be registered with an approved Redress Scheme We are Regulated and authorised by The Property Ombudsman	✓	✓	✓	✓	✓
ONE OFF SET UP & COMPLIANCE FEE FOR THIS SERVICE	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)

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Stage 2 - FINDING YOUR TENANT - <i>The essential tools</i>		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	MANAGED LITE	MANAGED PREMIUM	MANAGED PLATINUM
<i>An agent that really is a local expert in your area</i>						
<i>'To Let' board</i>		✓				
<i>Full property details for marketing, Professional photos and internet configuration</i>						
<i>2D Floor Plan</i>		£Cost*				
<i>Property Marketing to our extensive database of applicants looking to live locally</i>			✓	✓	✓	✓
<i>rightmove.co.uk & OnTheMarket.co.uk PORTAL LISTING</i>						
<i>fairfieldstates.co.uk - Including Featured property advert for two weeks</i>		✓				
<i>Accompanied Viewings</i>						
<i>Offer Negotiations - Including your legal duty to supply the relevant 'How To Rent' documents to the potential Tenant</i>						
<i>Tenant Referencing - Fairfields strongly recommend tenants are fully referenced</i>		<i>Please see additional costs list on page 4</i>				
<i>Serve the correct prescribed information to Tenant prior to signing a Tenancy</i>		✓	✓	✓	✓	✓
<i>Inventory - Creation, Check in and Check out</i>		<i>Please see additional costs list on page 4</i>				
<i>No Inventory - Key hand over service</i>		<i>Please see additional costs list on page 4</i>				
<i>Collect first month's rent and security deposit</i>		✓	✓	✓	✓	✓
<i>Deposit Registration - Setting up Landlord/Tenant accounts, transferring deposit & ongoing DPS requirements</i>		✓	✓	✓	✓	✓
<i>Utility Transfers - Contacting all providers with final readings to close old tenant account and set up new Tenants when they move in</i>		X	X	✓	✓	✓
COST ALLOCATED FOR THIS PART OF THE SERVICE - <small>This cost does not apply when renewing a tenancy with your existing tenant/s</small>		<i>from</i> £720 <small>(£600+vat)</small>	2.4% <small>(2%+vat)</small>	2.4% <small>(2%+vat)</small>	2.4% <small>(2%+vat)</small>	2.4% <small>(2%+vat)</small>

*£Cost - See additional costs section on page 4

Stage 3 - RENT COLLECTION - <i>Making sure you get paid!</i>		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	MANAGED LITE	MANAGED PREMIUM	MANAGED PLATINUM
<i>Full Rent Collection includes - Payment to you within 24/48 hours of receipt, together with a Monthly statement accounting for rent received</i>		X				
<i>Chasing Unpaid / Late Rent - Comprehensive payment arrears process</i>		X	✓	✓		
<i>0% Interest Option - Pay our fees monthly without additional costs rather than the full amount at the start</i>		X			✓	
<i>Yearly statement for your accountant - We will provide a Year End Tax Reconciliation statement to help you complete your tax return</i>		X	X	X		✓
<i>Non - Resident Landlord - Dealing with HMRC related enquiries</i>		X	X	X		
<i>Rent Guarantee Insurance - * Subject to qualifying references</i>		X	£Cost*	£Cost*	£Cost*	
BONUS APPLIED IF UPGRADE TO A MANAGED LEVEL OF SERVICE		X	X	2.4% (2%+vat) <i>Discount has been applied below</i>	1.8% (1.5%+vat) <i>Discount has been applied below</i>	<i>Rent Guarantee Insurance Included*</i>
COST ALLOCATED FOR THIS PART OF THE SERVICE		X	7.2% <small>(6%+vat)</small>	4.8% <small>(4%+vat)</small>	5.4% <small>(4.5%+vat)</small>	6% <small>(5%+vat)</small>

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Stage 4 - MANAGING THE TENANCY		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	MANAGED LITE	MANAGED PREMIUM	MANAGED PLATINUM
MY PROPERTY PASSPORT - Your complete 'Instruction Book' supplied to your Tenant to reference anything about your property		X	X	✓	✓	✓
Safety Inspection & Compliance reminders includes - Notification of due dates to ensure your ongoing compliance, booking access between Tenant and Contractor, together with co-ordinating any works required to obtain the correct certification		X	X	✓	✓	
Lettings Compliance - Ensuring the continued compliance with current legislation		X	X	X	✓	
Routine Maintenance Repairs includes - Arranging all required maintenance issues by one of our approved contractors up to £500. Sharing with you the benefit of our buying power and contractor loyalty to offer both competitive pricing and fast response times		X	X	✓	✓	
Accompanying a contractor		X	X	£Cost*	£Cost*	
Paying your contractors - This includes recording invoices received and making payments from monthly rent received or money held on account		X	X	✓	✓	
Maintenance/Refurbishment Works over £500 - Includes sourcing contractors		X	X	£Cost*	£Cost*	
Routine inspections - 25 Inspection point checklist		X	X	X	✓	
Premium Inspection - 54 point checklist with FFHH guide to current legislation		X	X	X	X	
Frequency of inspections (Per Year)		X	X	X	2 (6 Monthly)	
Ongoing professional support - Always there at the end of the phone!		X	X	✓ We are regulated members of ARLA (Association of Residential Letting Agents)		
Serving Section 21 Notices		X	X	X		
Checkout disputes & Negotiating deposit release - Dealing with checkout disputes and contractor quotes for work if there was a Professional Inventory		X	X	✓	✓	✓
End of tenancy requirements		X	X	✓		
Evictions - If you are presented with having to evict a tenant then we would recommend using a solicitor for this process		X	X	X	X	X
COST ALLOCATED FOR THIS PART OF THE SERVICE		X	X	4.8% (4%+vat)	7.2% (6%+vat)	9.6% (8%+vat)

Stage 5 - YEARLY EXTENSION OF A TENANCY		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	MANAGED LITE	MANAGED PREMIUM	MANAGED PLATINUM
Tenancy Renewal/Extension Fee - Includes rent review, negotiating extension with landlord and tenant, providing certificate requirements guidance, along with contract preparation and completion if required		£720 (£600+vat)	✓	✓	✓	✓
YEARLY COST FOR THIS PART OF THE SERVICE		£720 (£600+vat)	Included within monthly fees			

PROPERTY ADDRESS -						
SERVICE LEVEL REQUIRED		TENANT FIND LET ONLY	LET ONLY WITH RENT COLLECTION	MANAGED LITE	MANAGED PREMIUM	MANAGED PLATINUM
Stage 1 - SETTING UP YOUR TENANCY		£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)
Stage 2 - FINDING YOUR TENANT		from £720 (£600+vat)	2.4% (2%+vat)	2.4% (2%+vat)	2.4% (2%+vat)	2.4% (2%+vat)
Stage 3 - RENT COLLECTION		X	7.2% (6%+vat)	4.8% (4%+vat)	5.4% (4.5%+vat)	6% (5%+vat)
Stage 4 - MANAGING THE TENANCY		X	X	4.8% (4%+vat)	7.2% (6%+vat)	9.6% (8%+vat)
TOTAL COST IN FIRST YEAR		INITIAL FEE	from £1080 (£900+vat)	£360 (£300+vat)	£360 (£300+vat)	£360 (£300+vat)
		PER MONTH	X	9.6% (8%+vat)	12% (10%+vat)	15% (12.5%+vat)
Stage 5 - YEARLY EXTENSION OF A TENANCY		£720 (£600+vat)	7.2% (6%+vat)	9.6% (8%+vat)	12.6% (10.5%+vat)	15.6% (13%+vat)
SERVICE LEVEL CHOSEN (Tick required level)						

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ADDITIONAL SERVICES AVAILABLE FROM FAIRFIELD LETTINGS	STAGE	COST		
ENERGY PERFORMANCE CERTIFICATE (EPC) Every 10 years	1	£102 (£85+vat)		
LEGIONELLA RISK ASSESSMENT Every two years or change of tenancy/update to pipework	1	£96 (£80+vat) <i>Only available to Managed levels of service once tenancy has started</i>		
LAND REGISTRY TITLE DOCUMENT DOWNLOAD - It is both a legal and 'The Property ombudsman' requirement to prove who is the legal owner. We obtain this from the Land Registry.	1	£12 (£10+vat)		
LANDLORD GAS SAFETY CERTIFICATE Every 12 months (This includes two appliances, £24 per additional appliance)	1	£102 (£85+vat) <i>Only available to Managed levels of service once tenancy has started</i>		
PORTABLE APPLIANCE TEST (PAT) Every two years or change of tenancy	1	£90 (£75+vat) <i>Only available to Managed levels of service once tenancy has started</i>		
Domestic Electrical Installation Condition report (DEICR) Required every five years <i>Only available to Managed levels of service once tenancy has started</i>	1	Dependent on number of bedrooms - 1 - 2 bedrooms £168 (£140+vat) 3 - 4 bedrooms £180 (£150+vat)		
TENANT REFERENCING PACKAGE - (Tenant Fees Act 2019 - Fees banned from charging to tenants) Includes - referencing, ensuring you are not creating a HMO, Right to rent checks, How to rent process, providing tenant with copies of safety certificates	2	£84 per tenant or guarantor (£70+vat)		
2D FLOOR PLAN	2	£48 (£40+vat)		
INVENTORY, CHECK IN & CHECK OUT - (Three visits - Creation, Check In, Check Out)	2	Payment at start of tenancy (If Fairfield Lettings are collecting rent)	Remaining balance paid over 12 months	Total
Unfurnished - STUDIO / 1 BED	2	£225	£12 per month for 12 months	£369
Unfurnished - 2 - 3 BEDS	2	£250	£14 per month for 12 months	£418
Unfurnished - 4 - 5 BEDS	2	£300	£15 per month for 12 months	£480
KEY HAND OVER (If there is no Inventory) - Move in key hand over to tenant, Checking sound alert for Smoke and CO Alarms, taking meter readings	2	£72 (£60+vat)		
DEPOSIT REGISTRATION - Deposit registration & ongoing DPS requirements	2	£48 (£40+vat)		
ALTERNATIVE DEPOSIT SCHEME - Admin set up charge	2	£48 (£40+vat)		
RENT GUARANTEE INSURANCE (Per Year)	3	£300 (£250 + vat) or £25 per month		
YEAR END TAX RECONCILIATION STATEMENT - To help complete your tax return	3	£60 (£50+vat)		
NON RESIDENT LANDLORD - HMRC submission	3	£48 (£40+vat)		
ADDITIONAL SERVICES AVAILABLE FOR MANAGED TENANCIES				
KEY CUTTING	4	£24 (£20+vat) plus cost of keys		
PROPERTY INSPECTIONS - ROUTINE LITE	4	£60 (£50+vat)		
PROPERTY INSPECTIONS - PREMIUM 54 POINT CHECKLIST	4	£90 (£75+vat)		
PROPERTY INSPECTIONS - FITNESS FOR HUMAN HABITATION 29 POINT CHECKLIST	4	£72 (£60+vat)		
MAINTENANCE / REFURBISHMENT - Arrangement fee for works over £500	4	12% (10% + vat)		
SERVING NOTICES	4	£108 (£90+vat)		
ACCOMPANYING A CONTRACTOR (Per 90 minutes)	4	£48 (£40+vat)		
DPS ARBITRATION - Supply all file copies to DPS at end of tenancy if there is a deposit dispute.	4	£102 (£90+vat)		
COURT ACTION - Supply copies of all documents requested for court application	4	£102 (£90+vat)		
COURT ATTENDANCE - If requested (Per Half Day)	4	£240 (£200+vat)		
VACANT PROPERTY MANAGEMENT	4	£48 pcm (£40+vat)		