



# Landlord service levels & fees



Intercountry

# Our service levels

## Let Only

### Basic package introducing landlords & tenants.

- Provide free valuation and suggest areas of improvement to maximize income
- Arrange Energy Performance Certificate
- Prepare full colour details with floorplans, internal and exterior images
- Upload your property to our website and major property websites including Rightmove and On The Market
- Displaying Intercounty Board
- Email and SMS text alerts to our registered potential tenants
- Arranging and accompanying viewings
- Advise on issues of compliance
- Preparation of the Tenancy Agreement
- Arrange for Inventory and end of tenancy check out
- Collect first month rent in advance
- Provide tenant with Banker's Standing Order for rental payments

12.36%  
incl. VAT  
(of the of the first  
12 months' rent)



## Rent Collection

### A cost effective solution with landlord involvement.

- All services provided in Let Only service level, PLUS...
- Collect 5 weeks Security Deposit and if held by us will register with a Government approved Deposit Protection Scheme and continue to protect the deposit according to legislation
- Provide 4 free weeks of pre-agreed full management holiday cover per year (52 weeks for Fully Managed)
- Collect rent on a monthly basis, held in a protected Client Account
- Chase late rents using a strict process including early alerts to the landlord
- Payments by BACS once cleared funds are received from tenant avoiding delays
- Provide detailed HMRC compliant monthly statements
- Negotiate renewal at end of fixed term
- Advise on annual rent increases
- Initial Right to Rent checks carried out
- Notifying local authority for council tax responsibility
- Visiting the property on the day the tenancy commences to test smoke and carbon monoxide alarms
- On going Right to Rent checks carried out where necessary
- We will keep you informed of any new legislation relevant to renting
- Provide tenants with basic household / housekeeping advice and education

12.36%  
incl. VAT



## Fully Managed

### Fully supportive tenancy management service.

- All services provided in Let Only & Rent Collection service level, PLUS...
- Premium Listing on Rightmove
- Educating, advising and implementing new legislative changes
- Arrange annual gas safety check
- Designated property manager provided
- Manage all issues of repair, maintenance and remedial work
- Arrange and manage all emergency work
- Regular property visits reporting back to the Landlord including detailed photo reports
- Arrange an end of tenancy inspection and negotiate any dilapidation issues which arise
- Represent landlords where dispute is raised with the Government backed deposit protection scheme
- Serve notice to regain property, liaise with legal teams and where necessary provide court representation
- Preparation annual HMRC Statement

15.36%  
incl. VAT



# Our fees

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (ALL SERVICE LEVELS)	Fee (incl VAT)
<b>Set up fee</b> <ul style="list-style-type: none"> <li>• Agree the market rent and find a tenant in accordance with the landlord guidelines</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents.</li> <li>• Carry out accompanied viewings as appropriate</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside property in accordance with town and country planning act 1990</li> <li>• Advise on non resident tax status and HMRC (if relevant)</li> </ul>	£354
<b>Inventory &amp; Checkout (subject to size of property)</b>	from £154.80
<b>Tenant Referencing</b>	£150
<b>Renewal Fee - Fully Managed</b>	£180
<b>Renewal Fee - Rent Collection</b>	£180
<b>Renewal Fee - Let Only</b>	£360
<b>Deposit administration fee</b> <ul style="list-style-type: none"> <li>• Register landlord and tenant details and protect the deposit within a government authorised scheme or administer zero deposit guarantee</li> <li>• Provide the tenant with the deposit certificate and prescribed information</li> <li>• within 30 days of the start of the tenancy</li> <li>• Administration of Deposit at the end of the Tenancy</li> </ul>	£72
<b>Site visit to check maintenance</b>	£120
<b>Other additional property visits</b>	£120
<b>Serving of Section 21</b>	£180
<b>Serving of section 13 (rent review/increase)</b>	£180
<b>Serving of section 3</b>	£72
<b>Serving of section 47/48</b>	£72
<b>Administration of non resident landlords receipts and submission to HMRC</b>	£60/quarter
<b>Court attendance (plus any additional reasonable expenses. e.g. – travel expenditure)</b>	£60/hr
<b>Possession order administration</b>	£300
<b>Dispute Submission</b>	£120
<b>Change of occupancy for Let Only</b>	£432
<b>Key Holding Service for Let Only</b>	£150

## Have you read our Landlords Guide?

Ask a member of a team for a copy of our comprehensive guide to all aspects of setting up a tenancy.

Alternatively, you can find a selection of useful Landlord guides online at [intercounty.co.uk](http://intercounty.co.uk)



Client Money Protection is provided by PropertyMark.

The redress scheme for Intercountry is The Property Ombudsman Scheme.



## Bishop's Stortford

21 North Street Bishop's Stortford Hertfordshire CM23 2LD  
Sales: 01279 757250 Lettings: 01279 504079

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## Great Dunmow

Barclay House 1-3 High Street Great Dunmow Essex CM6 1UU  
Sales: 01371 878322 Lettings: 01371 874005

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## Harlow

The George Old Harlow Essex CM17 0AN  
Sales & Lettings: 01279 639666

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## Saffron Walden

57 High Street Saffron Walden Essex CB10 1AA  
Sales: 01799 522641 Lettings: 01799 5132245

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## Sawbridgeworth

1 Bell Street Sawbridgeworth Hertfordshire CM21 9AR  
Sales & Lettings: 01279 600333

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## Stansted

8 Cambridge Road Stansted Essex CM24 8BZ  
Sales & Lettings: 01279 814400

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Intercountry is a trading name, independently owned and operated under licence from LSLi Limited by AIG (AL) Ltd (company number 14716788), registered in England at 32 Portland Terrace, Jesmond, Newcastle upon Tyne. NE2 1QP. Also trading as Fine & Country.