



HOMES OR HOUSES

January 1, 2019 ALL FEES ARE INCLUSIVE OF VAT

Intention to proceed Fee (Property Sourcing)	A single payment for unlimited property searches, payable at outset of first search	£995
Exchange Fee (Property Sourcing)	Payable on legal exchange of contracts	
Up to £75,000		3.00%
£75,001 - £124,999		2.50%
£125,001 - £249,999		2.00%
£250,000 +	<i>Please note this Fee is subject to a minimum charge of £1500</i>	1.50%
Tenant Find services (Property Management)	Homes or Houses will appoint a local professional agent in the location of your property to advertise your property on all portals and arrange all viewings over 6 days a week. The agent will also collate all applicant ID, right to rent documentation, and credit and Landlord references prior to carrying out a full reference service. The final findings will be sent to Homes or Houses as your attorney and will be passed to you with our recommendations for acceptance or refusal of the tenant's application.	
£325.00 per property per tenant change		
Monthly Management Fees (Property Management)	Following Tenant sourcing, Homes or Houses will take over all property management including move in and key registration, collection of first month's rent and security deposit.	NOTE: For the purposes of management, properties under management are counted by tenancy agreement e.g. a pair of flats is two tenancies and therefore counts as two properties.
Up to 9 properties 12% of gross rent	This will include: Utility, Water and Council Tax notifications. Ongoing collection of rent, distribution of rent to landlord, management of maintenance reporting and execution, management of legal certification of behalf of landlord, provision of monthly and annual statements to landlord and periodic property inspections. In the event of nonpayment of rent, arrears will actively be managed by our property managers and finance team, to the stage of Legal action when you will be requested to agree to the legal action to be taken. Management fees are charged monthly only whilst the property is occupied and not during vacant periods.	
10-19 properties 8% of gross rent		
20 properties + 5% of gross rent		
£65.00	In the event the property is empty for 60 days, all services will require safeguarding actions, closure of gas and water supplies to ensure validity of buildings insurance terms. To ensure compliance with Buildings Insurance and Health and Safety, the property will be inspected every 14 days during vacant periods. There is no charge for these additional inspections.	Additional Fees will be necessary during purchase and ongoing management and are detailed over the page.

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Property Sourcing
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Additional Fees

Structural Condition Report <i>(independent RICS surveyor)</i>	Pre-Purchase	£450.00
Trade Inspect Pre-Purchase <i>(inc: Materials/Labour)</i>	Electrical, Gas, Damp and Roof	£85.00 per trade

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Property Management
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Buildings Insurance <i>Inclusive of claim handling</i>	Annual - arranged and administered	Cost + £35
Courier & Post	When required - optional	Cost + £15
Safekeeping of Deeds <i>Applicable only where deeds are provided in addition to on line registration</i>	Annual - optional	£36.00
EPC	Due every ten years <i>Required at tenancy renewal and sale of property if lapsed</i>	£99.00
Utility Payments	When required	Cost + £18
Ground Rent and Service Fee administration	When required <i>(where possible payments will be made via direct debit or standing order, where not possible then an administration fee is charged as indicated)</i>	Cost + £18
Inventory	Start of Tenancy	£ 80.00
Professional Property Clean	Start of tenancy <i>One/Two Bed apartment/house</i>	£144
	<i>Three/four Bed apartment/house</i>	£168

NOTE: *The initial inventory is at the cost of the Landlord, the end of tenancy inventory is for comparison purposes and is charged to the tenant. Both inventories are conducted by an independent company, provide a comprehensive and compliant report with photographs and both the move in and move out report will be available to you upon request.*

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Legal Services for rent recovery or Eviction of tenant

- Section 21 Notice – 2 months’ notice to quit £40.00
- Section 8 Notice – 14 days’ notice of intention to apply for possession £40.00
- Possession Application to court Court Fee + £200

Refer to property services agreement for applicable instances of process. Possession application includes gathering of all relevant evidence for the hearing and attendance at court as your property manager. You can elect to appoint a third party if you choose.

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Property Maintenance

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Gas Safety Certificate	Annual - Mandatory	£175.00
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Warranty management & Inclusive of annual servicing for all appliances

Elec Installation Condition Report	Every Five years - Advisory	£240.00
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Currently advisory, this report is currently passing through English legislation with an expectation to become law in 2019

Full Lock Change	All doors and windows per house	£195.00
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Optional at purchase or on tenant change if required

Legionella Testing	Available if required	£99.00
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Advisory for properties that are vacant in excess of 8 weeks

Maintenance Management	Cost + £54.00
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This fee is inclusive of communication with tenant, recording of quotes and communication with you and your tenant for works approval and access arrangements. All contractors will be instructed and deployed accordingly as per instructions, with receipt of and payment of invoices made on your behalf, where you will be offered to settle the invoice immediately or from rental income if sufficient funds are held on account.

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Sale of property

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When you choose to sell any single or multiple properties which are under our management, we offer three options to best suit your needs.

OPTION 1

Full sales service to our network of clients or contacts: (or any person, corporate body or unincorporated body associated with that party)

This service includes -

- Marketing and preparation of sales documents
- Viewings where required
- Handling of all offers received
- Appropriate qualification of buyer ID and proof of funds in compliance with current anti-money laundering regulations.
- Legal services arrangement and appointment
- Completion of all legal contracts, documents and enquiries as required from appointed Solicitor
- Full management of legal process to Legal exchange and completion.
- Transition management from you to your buyer in the event of tenant, tenancy agreement and maintenance

Full sales service to our network of clients or contacts

£1500.00

OPTION 2

Handling service to appoint an open market agent: In the event you wish to sell your property or multiple properties on the open market with an external agent.

- Source and liaise with suitable agents and arrange and attend valuation.
- Negotiate sales contract and fee with said agent.
- Introduce you to the appropriate agent.

Handling service to appoint an open market agent

£180.00

NOTE: HOH will not be responsible for ongoing service and sales progression; this responsibility will lie with your appointed agent and any buyer sourced by said agent. The provision of all tenancy, tenant, and ownership documents can be provided as a single pack for your agent and appointed Solicitor, for which there will be an administrative fee

In addition, further legal enquiry responses, will be subject to administration fee. In the case of access being required (tenanted properties) HOH can provide access and attend the viewing for which a fee is payable by you as the current owner.

Alternatively, HOH can be requested to seek authorisation for your appointed agent to communicate with your tenant directly.

In the event you are selling your property with vacant possession to ensure compliance with Buildings Insurance and Health and Safety, your Building Insurance provider must be notified, and the property inspected every 14 days. HOH can offer this service. Please see the Monthly Management fees section of this schedule.

All administrative fees charged when selling with an external agent can be found below.

Administrative Sales fees when selling with an External Agent

External Estate Agents will offer a sales progression service; however, they will not arrange and appoint legal services, answer legal enquiries and complete documentation, coordinate all legal documents for signing and completion. If you decide to use the external estate agent's sales progression service and coordinate all legal representation yourself to completion we can help by providing the following administrative support.

• Completion of Legal enquiry forms	£100.00 per form
• Administrative charge for Deed per enquiry raised	£25.00
• Administrative charge for Insurance per enquiry raised	£25.00
• Administrative charge for land registry per enquiry raised	£25.00
• Administrative charge for all tenancy related enquiries raised when selling An occupied property. Per enquiry	£25.00
• Administrative charge for handling enquiries relating to ground rent and service charges with external management companies	£25.00
• Administrative charge for answering of Standard enquiries not listed above	£25.00
• Sending of keys recorded delivery for agent viewings. Per agent.	£15.00
• Accompanied viewings for tenanted properties	£25.00
• Administrative charge for arranging viewings with tenants.	£15.00

OPTION 3:

Homes or Houses Limited is a UK Company registered and operating from Metropolitan House, Longrigg Road, Newcastle Upon Tyne NE16 3AS Company Number 07913076 VAT registered 174849660

Sales progression service only

In the event you wish to appoint an open market agent for the sales and marketing, once an offer has been received HOH can:

- Legal services arrangement and appointment
- Completion of all legal contracts, documents and enquiries as required from appointed Solicitor
- Full management of legal process to Legal exchange and completion.
- Transition management from you to your buyer in the event of tenant, tenancy agreement and maintenance

Sales progression service only

£780.00

NOTE: External Estate Agents will offer a sales progression service, however, they will not arrange and appoint legal services, answer legal enquiries and complete documentation, coordinate all legal documents for signing and completion.

IMPORTANT NOTE: Please note we do not offer further discounts from the fees quoted, we do not wish to offend you through refusal, but we do not wish to offend our other clients if we agree. Thank you.

We are part of the Redress Scheme which is provided by the Property Ombudsman



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