



Landlord Brochure

Branch Atherton and Walkden

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Traditional Residential lets

Levels of service offered:

	Marketing only £ <u>75</u> (inc VAT)	Tenant Find: equivalent to one month's rent (inc VAT), or a fixed fee from £ <u>500</u> (inc VAT)	Rent collection: <u>9</u> % of rent (inc. VAT)	Fully managed: <u>12</u> % of rent (inc. VAT)
Agree the rental value	✓	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓	✓
Carry out accompanied viewings (as appropriate)		✓	✓	✓
Find tenants		✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)		✓	✓	✓
Collect and remit initial months' rent		✓	✓	✓
Provide tenants with method of payment		✓	✓	✓
Deduct any pre-tenancy invoices		✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓	✓
Agree collection of any shortfall and payment method			✓	✓
Advise all relevant utility providers of any changes				
Demand, collect and remit the monthly rent			✓	✓
Arrangement payments for statutory requirements			✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord				✓
Arrange routine repairs and instruct approved contractors (providing three quotes)				✓
Hold keys throughout the tenancy term				✓
Security Deposit dilapidation negotiations				✓

Landlord fees schedule

HMO (House of Multiple Occupation)

Levels of service offered:

	Marketing only £ <u>75</u> (inc VAT)	Tenant Find: equivalent to one month's rent (inc VAT), or a fixed fee from £ <u>500</u> (inc VAT)	Rent collection: <u>12 %</u> of rent (inc. VAT)	Fully managed: <u>14 %</u> of rent (inc. VAT)
Agree the rental value	✓	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓	✓
Carry out accompanied viewings (as appropriate)		✓	✓	✓
Find tenants		✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)		✓	✓	✓
Collect and remit initial months' rent		✓	✓	✓
Provide tenants with method of payment		✓	✓	✓
Deduct any pre-tenancy invoices		✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓	✓
Agree collection of any shortfall and payment method			✓	✓
Advise all relevant utility providers of any changes				
Demand, collect and remit the monthly rent			✓	✓
Arrangement payments for statutory requirements			✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord				✓
Arrange routine repairs and instruct approved contractors (providing three quotes)				✓
Hold keys throughout the tenancy term				✓
Security Deposit dilapidation negotiations				✓

Short term Rentals

The info required for this page is below, you can choose the format and how its presented. The only option with STR is Fully Managed.

Included Services in Full Management of Short Term Rentals (Holiday Lets)

Marketing & Bookings

- Professional photography and staging advice
- Creation and optimisation of listings on major OTAs (Airbnb, Booking.com)
- Dynamic pricing and revenue management
- Handling guest enquiries and bookings
- Managing guest screening, deposits, and payments

Guest Management

- Guest communications (pre-arrival, during stay, post-departure)
- Smart lock management
- Providing welcome packs and house manuals
- 24/7 guest support for emergencies

Cleaning & Turnover

- Arranging professional cleaning after each stay
- Laundry and linen services
- Restocking essentials (toiletries, tea/coffee, paper goods, etc.)
- Mid-stay cleans (if required)

Property Maintenance

- Routine inspections after check-out
- Scheduling maintenance and repairs with approved contractors
- Seasonal upkeep (gardens, pools, chimneys, etc.)
- Safety and compliance checks (smoke alarms, gas/electrical certificates)

Financial Administration

- Handling guest payments and security deposits
- Collecting and remitting tourism taxes if applicable
- Transparent invoicing for maintenance and supplies

Reporting & Owner Liaison

- Quarterly performance reports (occupancy, revenue, guest feedback)
- Regular property condition and Inventory reports
- Annual review and revenue forecast

Optional Add-On Services

- Interior design & furnishing service for new lets
- EV charger installation or upgrades
- Premium welcome hampers or VIP guest services

Owner Responsibilities (Typically Not Included)

- Council tax / business rates
- Mortgage and insurance costs
- Major structural repairs
- Licences or permits
- Utility Bills

Pricing Structure

- Full Management:
 20 % inc Vat of rental income
- Onboarding Fee:
 £ 350 inc VAT one-off
- Cleaning & Linen: Billed at cost to guest where possible. Additional cleaning and linen services will incur 10 % markup on third-party contractor invoices
- Maintenance Coordination:
 10 % markup on third-party contractor invoices
- Emergency Call-Out:
 £ 50 per incident
- Foreign Currency Payment Fees:
 £ 20 (inc. VAT) per payment.
 Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

Compliance Health Management Package

Stay compliant. Stay protected. Stress-free compliance for landlords.

Keeping up with safety certificate renewals and legislation changes can be time-consuming and risky if missed. Our Compliance Health Management Package gives landlords complete peace of mind, we'll track all key safety obligations, liaise with tenants for access, and make sure your property remains legally compliant throughout the tenancy.

Available for a low fixed monthly fee of £ 20 , this add-on service takes the hassle out of compliance you only pay the contractor's inspection fees when due.

What's Included:

Electrical Installation Condition Report (EICR)

- Proactive monitoring of expiry dates (every 5 years or sooner if required).
- Reminders sent well in advance of renewal.
- Arrangement of access with tenants for inspection.
- Coordination with approved contractors (inspection cost payable separately).

Energy Performance Certificate (EPC)

- Ongoing tracking of EPC expiry (valid for 10 years).
- Notification and arrangement of renewal as required.
- Tenant access coordination for the EPC assessor.
- Coordination with approved contractors (inspection cost payable separately).

Annual Gas Safety Certificate (CP12)

- Annual tracking and reminder system for due dates.
- Coordination of tenant access and scheduling with Gas Safe engineer.
- Liaison and record keeping of completed certificates.
- Cost of inspection payable separately.

Additional Benefits:

- Centralised record-keeping of all compliance documents.
- Renewal alerts sent directly to both landlord and agent.
- Guidance on new legislation or upcoming changes affecting rental compliance.
- Optional access to vetted local contractors at preferential rates.

Who It's For:

Landlords using our Let Only or Rent Collection services who want to protect their investment and avoid the stress and risk of missed renewals or compliance breaches.

Key Benefits:

- Ensures full legal compliance at all times
- Protects against fines and tenancy delays
- Saves time managing certificates and access
- Maintains tenant safety and satisfaction
- Professionally managed by your letting agent

Additional Charges

Pre-Tenancy fees (All service levels)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC)
£ 80 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR)
£ 90 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR)
£ 180 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT)
£ 75 (inc. VAT) per tenancy
- Legionella Risk Assessment
£ 100 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide
£ 60 (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy
£ 30 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy
£ 200 (inc. VAT) per tenancy

Start of tenancy fees

Set-up Fees:

£ 450 (inc. VAT) per tenancy.

Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees:

£ 75 (inc. VAT) per tenant.

As Set-up Fees above for additional tenants

Guarantor Fees:

£ 75 (inc. VAT) per guarantor.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees:

£ 45 (inc. VAT) per permitted occupier.

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected):

£ 20 (inc. VAT) per tenancy.

Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme.

Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees:

Dependant on the number of bedrooms and/or size of the property and any outbuildings. This will be contracted to an external professional contractor.

Please ask a member of staff if you have any questions about our fees.

Additional Charges

Landlord Withdrawal Fees (before move-in):
£ 150 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

During tenancy fees

Additional Property Visits:
£ 50 (inc. VAT) per visit.

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees:

£ 150 (inc. VAT) per tenancy.

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Landlord Withdrawal Fees (during tenancy):
£ 75 (inc. VAT) per tenancy.

To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

Arrangement Fees for works over
£ 500 : 10 % of net cost (inc. VAT).

Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

End of tenancy fees

Tenancy Dispute Fee:

£ 225 (inc. VAT) per tenancy.

The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8):

£ 180 (inc. VAT) per Notice.

Court Attendance Fees:

£ 50 (inc. VAT) per hour.

Check out Inventory Fees:

Dependant on the number of bedrooms and/or size of the property and any outbuildings. This will be contracted to an external professional contractor.

Please ask a member of staff if you have any questions about our fees.

Additional Charges

Financial charges

Interest on Unpaid Commission:
__8__ % above the Bank of England Base Rate from Due Date until paid.

Contractor Commission:
__10__ % of contractors invoice (inc. VAT).
To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £ __60__ (inc. VAT) quarterly.
To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees:
£ __60__ (inc. VAT) per request.
Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule:
£ __60__ (inc. VAT) annually.

Foreign Currency Payment Fees:
£ __20__ (inc. VAT) per payment. Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

Other fees and charges

Arrangement Fees for refurbishments over £ __500__ : __10__ % of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes:
£ __25__ (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees:
£ __45__ (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees:
£ __300__ (inc. VAT) per tenancy.
To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees:
£ __120__ (inc. VAT) per deposit.
Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Please ask a member of staff if you have any questions about our fees.



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