

Introduction to Legacie Management & Lettings

Here at Legacie Management & Lettings we offer a unique service within the Lettings and property management sector, which is centred around dealing with landlords who are looking for a hassle-free rental with the peace of mind knowing that their property is being managed by a dedicated and professional management team.

The service we provide to our landlords is mirrored in the service we provide for your tenants.

Our team is constantly working to the highest standards ensuring that anyone coming into contact with us is consistently met with professional, helpful advice.

We stand out from our competitors due to our unapparelled knowledge of the sector, the buildings we manage, our unique relationships with our clients and tenants, and the work we do throughout the year to retain our tenants.

legacie

MANAGEMENT & LETTINGS



OUR FEES

SERVICE	£ PLUS VAT	£ INC VAT
New Tenant Set up	£295.00	£354.00
Management Fee	9%	10.8%
Inventory (Studio)	£55.00	£66.00
Inventory (1 bed)	£65.00	£78.00
Inventory (2 bed)	£75.00	£90.00
Let Renewal	£100.00	£120.00
Tenant / Guarantor referencing	£40.00	£48.00
6 Monthly property inspections (per inspection)	£50.00	£60.00
NRL Tax Forwarding (every quarter)	£40.00	£48.00
Duplicate statements (Paper copy)	£20.00	£24.00
Check out inspection (Studio)	£55.00	£66.00
Check out inspection (1 bed)	£65.00	£78.00
Check out inspection (2 bed)	£75.00	£90.00
End of Tenancy Clean	On Request	On Request
Duplicate front door key	£25.00	£30.00
Duplicate entry fob	£20.00	£24.00
Duplicate post box key	£5.84	£7.00
Accompanied visits/inspections arranged by landlord (outside of bi annual visit regime) & Misc duties (per visit)	£50.00	£60.00
Serving Legal Notices	£125.00	£150.00
Court attendance (per day) & Travel	£100.00	£120.00
Arrangement of paperwork for solicitors/arbitration	£80.00	£96.00
Applications for Fair Rent	£80.00	£96.00
Appearances before Rent Officer, Rent Assessment Committee or other court tribunal	£80.00	£96.00
Administration of Local Authority landlord Licence	N/A	£101.00
Insurance claims/works carried out on behalf of landlord	10% of claim amount	10% & VAT (12% inc VAT) of claim amount (or £100 & VAT minimum charge) (£120 inc VAT)
Request to replace items in property by landlord/shopping charge	10% of total suppliers invoice	10 % & VAT (12% inc VAT) of suppliers total invoice

Supervision of contractors (on request) per hour	£48.00	£57.60
Empty property inspections (on request)	£30.00	£36.00
Admin charge for landlord using their own tenancy agree	£50.00	£60.00
Refurbishments to property (on request)	10% of suppliers total invoice	12% of suppliers total invoice

Mandatory Landlord Obligations

Electrical Fixed wiring check (every 5 years)	£150.00	£180.00
Portable Appliance Testing	£60.00 (up to 10 items & £10 per item thereafter)	£72.00 (up to 10 items & £12 per item thereafter)
Energy Performance Certificate	£90.00	£108.00
Boiler Service	On Request	On Request
Legionnaires Risk Assessment	On Request	On Request
Unvented Water System Check	£55.00	£66.00
Liverpool Selective License	See council website**	

Ready To Proceed

Pre-instruction Landlord Checklist

Documents Required:

EPC Copy

Photo ID for all Landlords - (driving licence or passport must be certified by a solicitor or professional person if we have not met you and you are posting or emailing).

Utility bill for proof of current address for all landlords.

Title deed or solicitor's letter confirming ownership of the property.

Authority to Let from your current mortgage company.

Copy of your contents insurance.

Instruction Manuals for ALL appliances