

# LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:	TENANT FIND: 3 weeks rent + VAT, subject to minimum £600 (inc. VAT)	RENT COLLECTION: 12% of rent (inc. VAT)	FULLY MANAGED: 16% 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 month's rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Demand, collect and remit the monthly rent (Tenant Find - first month only)	✓	✓	✓
Right to Rent re-check		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Arrange payments for statutory requirements		✓	✓
Annual income and expenditure report upon request		✓	✓
Undertake a routine visit annually and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Security deposit dilapidation negotiations (subject to in house check-out)			✓
Advise all relevant utility providers of any changes			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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### 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) up to £180 maximum (inc. VAT)

Gas Safety Certificate (GSC) up to £120 maximum (inc. VAT)

Electrical Installation Condition Report (EICR) £250 (inc. VAT)

Electrical Equipment Testing (EET), price upon request

Legionella Risk Assessment £140 (inc. VAT)

Installing smoke alarms and carbon monoxide detectors, price upon request

Testing smoke alarms and carbon monoxide detectors on the first day of the tenancy £75 (inc. VAT)

### START OF TENANCY FEES

**Set-up Fees for Fully Managed and Rent Collection:** £540 (inc. VAT) per tenancy. ID checks, Right-to-Rent check, contract negotiation (amending and agreeing terms), arranging the signing of the tenancy agreement, inventory for properties up to 3 bedrooms, register the security deposit with a Government-authorised Scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

**Tenant Referencing Fees:** £130 (inc. VAT) per tenant. Includes financial credit checks, sanction check, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability.

**Guarantor Fees:** £130 (inc. VAT) per guarantor. Covering credit referencing, sanction check and preparing a Deed of Guarantee for the tenancy agreement.

**Sanction Check:** £30 (inc. VAT) tenant, guarantor and permitted occupant to check against the UK's official Sanction watch list if no reference check is carried out.

**Permitted Occupier Fees:** £72 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord and carrying out a Right to Rent check on any occupiers over the age of 18.

**Deposit Registration Fees for Introduction only (where collected):** £120 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

**Inventory Fees:** Dependent on the number of bedrooms and/or size of the property and any outbuildings.

### START OF TENANCY FEES (CONTINUED)

**Accompanied Check-in Fees:** £120 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stopcocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

**Landlord Withdrawal Fees (before move-in):** 50% of the set-up fee 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:** £75 (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:** £180 (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.

**Renewal Fees:** £156 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Landlord Withdrawal Fees (during tenancy):** 3 weeks rent + VAT and 2 months notice 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.

### END OF TENANCY FEES

**Check-out Fees:** £420 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

**Tenancy Dispute Fee:** £200 (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.

**Court Attendance Fees:** £160 (inc. VAT) per hour.

If you have any questions about our fees, please ask a member of our team.

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### FINANCIAL CHARGES

**Interest on Unpaid Commission:** 3% above the Bank of England Base Rate from Due Date until paid.

**Contractor Commission:** 12% 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:** £195 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:** £150 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

**Same-Day Payment Fees:** £36 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

**Obtaining more than three contractor quotes:** £50 (inc. VAT) per quote. Fully Managed service only.

**Vacant Property Management Fees:** £75 (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:** £540 (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:** £90 (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.

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