Landlord fees schedule

LEVELS OF SERVICE OFFERED

ROOM ONLY TENANCIES	Tenant Find: 3 week rent +VAT subject to a minimun of £600.00 (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 16% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Provide guidance on complaince with statutory provisions and letting consents	✓	✓	✓
Erect board outside property in accordance with the Town and Country Palnning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant Find Service	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit inital 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	✓	✓	✓
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 routine visits x3 per annun and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

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Landlord fees schedule

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 £180.00 maximum (inc. VAT) per tenancy
- Gas Safety Certificate (GSC) up to £120.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) up to £360.00 (inc. VAT) per tenancy
- Electrical Equipment Testing (EET) price upon request per tenancy
- Legionella Risk Assessment £140.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide alarms price upon request per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £75.00 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £200.00 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees for Fully Managed and Rent Collection Service: £275.00 (inc. VAT) per tenancy. ID checks, Right to Rent Check, contract negotiation (amending and agreeing terms), arranging the signing of the tenancy agreement, register the security deposit, with a Government -authorised Scheme and provide the tenant(s) with Prescribed Information and Deposit Scheme Leaflet/Terms & Conditions within 30 days of receiving the deposit.

Tenant Referencing Fees: £115.00 (inc. VAT) per tenant. Includes financial credit checks, sanction check, obtaining references from current or previous employer/landlords and any other relevant information to assess affordability.

Guarantor Fees: £115.00 (inc. VAT) per guarantor. Covering credit referencing, sanction check and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Sanction Check £30.00 (inc. VAT) per tenant and guarantor, to check against the UKs official Sanction watch list if no reference check is carried out.

Inventory Fees: £140.00 (inc.VAT) per room which includes an overview of the communal areas.

Accompanied Check-in Fees: £90.00 (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, stop-cocks 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% (inc.VAT) of the Set up fee if Fully Managed or Rent Collection service or 50% inc. VAT for the Tenant Find Service 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.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

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INDEPENDENT REDRESS:

www.tpos.co.uk

The Property Ombudsman

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DURING TENANCY FEES

Additional Property Visits: £75.00 (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: £114.00 (inc. VAT) per tenancy.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents. Service of Section 13 notice, form 4A, evidence of best price guide and sanction checks on all tenants, landlords and guarantors.

Variations to Contract Fees: £125.00 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.

Right-to-Rent Follow-Up Check: £72.00 (inc. VAT) per check.
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): 2 months notice and 3 weeks rent plus 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, returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

Contractor Commission: 12% of contractors invoice (inc. VAT).
To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Obtaining more than three contractor quotes: £50.00 (inc. VAT) per quote. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: £150.00 (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 Deposit Dispute Fee: £180.00 (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. Fully Managed service only.

Fees for the service of Legal Notices: £120.00 (inc. VAT) per Notice.

Court Attendance Fees: £180.00 (inc. VAT) per hour.

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FINANCIAL CHARGES

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

Submission of Non-Resident Landlords receipts to HMRC £195.00 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £150.00 (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: £30.00 (inc. VAT) annually.

Same-Day Payment Fees: £36.00 (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

Vacant Property Management Fees: £75.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £275.00 (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 tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £90.00 (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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