

LANDLORD FEES SCHEDULE



LEVELS OF SERVICE OFFERED

	Let intro: 7.2% of rent (inc. VAT)	Rent collection: 9.6% of rent (inc. VAT)	Fully managed: 13.2% of rent (inc. VAT)
Conduct and supply a Market Valuation report	•	•	•
Provide guidance on compliance with statutory provisions and letting consents	•	•	•
Advise on refurbishment requirements	•	•	•
Advertising and Market of the property	•	•	•
Carry out accompanied viewings (as appropriate)	•	•	•
Interviewing prospective tenants & Negotiating the terms of the tenancy	•	•	•
Qualify tenants and conduct referencing checks	•	•	•
Conduct Full tenant credit & background checks *		•	•
Draw up & supply the assured shorthold tenancy agreement	•	•	•
Provide tenants with method of payment & setting up standing order	•	•	•
collect rental payments through our state of the art automated payment system		•	•
Supply Periodic rental statements & annual account statements		•	•
Pursue non-payment of rent and provide advice on rent arrears actions		•	•
Arranging with service companies for meter readings and advising them of the transfer of service contracts to the tenant			•
Handle and register of the damage deposit in compliance with current legislation		•	•
Supply Rent guarantee & Legal cost cover*			•
Arrange Inventory, Check-in & Check out**			•
Inspecting the Property on a regular basis, not less often than once every six months			•
Arranging routine repairs or maintenance obtaining estimates where necessary, supervising works and settling accounts from rents			•
Hold keys throughout the tenancy term			•
Security Deposit dilapidation negotiations			•

*Please note that the Credit & background Check, Rent guarantee and Legal cost cover is offered by a third-party company, Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation.

**Please note that the inventory, check in & Check out are carried out by a third-party company at an additional cost to the landlord. Only the arranging and managing of the inventory are included in the Full management Service.

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND 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)** £80 (inc. VAT) per tenancy
- **Electrical Installation Condition Report (EICR)** £150 (inc. VAT) per tenancy
- **Portable Appliance Testing (PAT)** £80 (inc. VAT) per Tenancy
- **Legionella Risk Assessment** from £90 (inc. VAT) per Tenancy
- **Supply & Installing Smoke alarms and Carbon Monoxide** £120 (inc. VAT) per tenancy
- **Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy** £60 (inc. VAT) per tenancy.
- **Handling local authority licensing application** £120 (inc. VAT) per tenancy.

START OF TENANCY FEES

Additional Tenant Referencing Fees: £120.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £120.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £60 (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): £60 (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.

Landlord Withdrawal Fees (before move-in): £120 (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.

INVENTORY SERVICE

The inventory, Check-in & Check-out services are conducted by an unbiased third party company.

Inventory & Check In cost

(Furnished)

Studio £138 (inc VAT)
1 Bed £156 (inc VAT)
2 Bed £168 (inc VAT)
3 Bed £186 (inc VAT)
4 Bed £204 (inc VAT)
5 bed £222 (inc VAT)
6 Bed £240 (inc VAT)

(Unfurnished)

Studio £132 (inc VAT)
1 Bed £150 (inc VAT)
2 Bed £162 (inc VAT)
3 Bed £162 (inc VAT)
4 Bed £180 (inc VAT)
5 bed £216 (inc VAT)
6 Bed £234 (inc VAT)

Check- Out

(Furnished)

Studio £108 (inc VAT)
1 Bed £120 (inc VAT)
2 Bed £132 (inc VAT)
3 Bed £156 (inc VAT)
4 Bed £186 (inc VAT)
5 bed £204 (inc VAT)
6 bed £222 (inc VAT)

(Un-furnished)

Studio £90 (inc VAT)
1 Bed £108 (inc VAT)
2 Bed £120 (inc VAT)
3 Bed £132 (inc VAT)
4 Bed £150 (inc VAT)
5 Bed £168 (inc VAT)
6 Bed £186 (inc VAT)

Accompanied Check-in Fees: £72 (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.

DURING TENANCY FEES

Additional Property Visits: £72 (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: £72 (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.

CLIENT MONEY PROTECTION:

www.clientmoneyprotect.co.uk



INDEPENDENT REDRESS:

www.theprs.co.uk



LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Renewal Fees: £72 (inc. VAT) per tenancy.

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £72 (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): £120 (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: 12% 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: £60 (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

Fees for the service of Legal Notices (Section 8 or Section 21): £80 (inc. VAT) per Notice.

Court Attendance Fees: £120 (inc. VAT) per hour.

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 £60 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £500: 12% 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: £72 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £120.00(inc. VAT) per Month. 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: £60 (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: £60 (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.

CLIENT MONEY PROTECTION:

www.clientmoneyprotect.co.uk



INDEPENDENT REDRESS:

www.theprs.co.uk

