

# LANDLORD FEES SCHEDULE

	Tenant Find: 80% Of First Months Rent	Rent Collection: 8% Inc VAT	Fully Managed: 10% of Rent Inc VAT
Agree the rent value with comparable evidence, Valuation & Marketing	✓	✓	✓
Advertising: Rightmove, Zoopla, On The Market & social media	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Find a suitable tenant and reference tenants and guarantor if needed.	✓	✓	✓
Right To Rent Checks	✓	✓	✓
Collect initial months' rent (set up fees will be deducted from this payment)	✓	✓	✓
Pursue non-payment of rent and provide advise on any rent arrears		✓	✓
Rent Collection		✓	✓
Register deposit with prescribed information	£60	✓	✓
Two Routine visits per annum and report to Landlord – Then one per annum			✓
Check in with tenant	£75	£75	✓
Check Out	£120	£120	✓
Notice to quit (Section 8 or Section 21) per notice	£120	£120	✓
Hold Keys throughout the tenancy term			✓
Yearly rentreview	£20	£20	✓
Utility providers notified			✓

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Additional Property Visits	£80	£50	£36
Tenancy Renewal (Not Inc Ref)	£90	£90	£90
EPC (Energy Performance Certificate)	£90	£90	£90
GAS Safety Certificate	£80	£80	£80
Floorplan	£75	£75	£75
Electrical Insulation Condition Report (EICR) INC VAT separate price list available 1 bedroom starts at	£198	£198	£198
Legionella Risk Assessment	£72	£72	£72
Installing smoke alarms and Carbon Monoxide	£50	£50	£50

## INVENTORY:

Inventories are based on the size of the home and if the property is furnished. Prices start at £95 for a one bedroom property and increase by £10 per bedroom. If the property is furnished an additional fee of £65 will be added to the costs for the extra time needed.

## 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:

Inventory/Schedule of Condition Report: Please see above.

Energy Performance Certificate (EPC) £90 (inc. VAT) per tenancy

Gas Safety Certificate (GSR) £80 (inc. VAT) per tenancy

Electrical Installation Condition Report (EICR) (inc. VAT) per tenancy depends on size of property pricing starts from £198 inc vat

Portable Appliance Testing (PAT) £40 (inc. VAT) per tenancy

Legionella Risk Assessment £72 (inc. VAT) per tenancy

Keys Cut: Cost of the keys being cut plus £10 for the arrangement

Installing Smoke alarms and Carbon Monoxide £50 (inc. VAT) per tenancy

Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £25 (inc. VAT) per tenancy

Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £25 (inc. VAT) per tenancy

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## START OF TENANCY FEES

Set-up Fees Rent Collect & Fully Managed: £700 (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: £0(inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £0(inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0(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):£60inc. 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. (tenant find service only. Inventory Fees: See attached Schedule. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £75(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 which are priced above.

This is standard for a fully managed service. Landlord Withdrawal Fees (before move-in): £100 (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: £36(inc. VAT) per visit for fully managed service, £50(inc VAT) per visit for rent collection, £80 per visit for tenant find service.  
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: £20 (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: £80 (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: £60(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): £300(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.

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## END OF TENANCY FEES

Check-out Fees: £120(inc. VAT) per tenancy for tenant find and rent collection. Inc fully managed

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: £300(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 or Section 21): £120 inc. VAT) per Notice. Court Attendance Fees: £72 (inc. VAT) per hour.

## FINANCIAL CHARGES

Interest on Unpaid Commission: 1.5% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 0% of contractors invoice (inc. VAT). cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £100 (inc. VAT) quarterly.

To remit and balance the financial Return to HMRC on both a quarterly and annual basis. Additional HMRC Reporting Fees: £50 (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: £150(inc. VAT) annually.

Deposit Transfer Fees: £30(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.

Vacant Property Management Fees: £30(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.

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