

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 60% of rent (Minimum of £600) (inc. VAT)	Fully Managed: 15% of rent (Minimum £60 per month) (inc. VAT)	Fully Managed Plus 15% of rent (Minimum £60 per month) (inc. VAT)
Advising on the likely rental income and agreeing 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 months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
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 four routine visits per annum and notify the outcome to the landlord		✓	✓
Arrange routine repairs and instruct approved contractors		✓	✓
Security Deposit dilapidation negotiations		✓	✓
Arranging Rent Guarantee Insurance (Additional £24 per month)			✓

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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)** £30 (inc. VAT) per tenancy
- **Gas Safety Certificate (GSR)** £24 (inc. VAT) per tenancy
- **Electrical Installation Condition Report (EICR)** £24 (inc. VAT) per tenancy
- **Portable Appliance Testing (PAT)** £24 (inc. VAT) per tenancy
- **Legionella Risk Assessment** £36 (inc. VAT) per tenancy
- **Installing Smoke alarms and Carbon Monoxide** £36 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: 54% of month's rent (minimum £420) (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: £60 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £60 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Annual Deposit Registration Fee (where collected): £90 (inc. VAT) per year to cover all tenancies within that year. 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: Up to £180 (inc. VAT). Dependant on the number of bedrooms and/or size of the property and any outbuildings. Schedule on request.

Landlord Withdrawal Fees (before move-in): £300 (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.

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

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

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INDEPENDENT REDRESS:

www.tpos.co.uk



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £36 (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.

Renewal Fees: £120 (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): £420 (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: 18% of net cost (minimum £12) (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: £120 (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): £72 (inc. VAT) per Notice.

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

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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: We reserve the right to make a commission charge to any contractor instructed on behalf of the landlord up to 18% (15% + VAT) of the net cost of the work. This is invoiced directly to the contractor.

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.

Additional HMRC Reporting Fees: £60 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Expedited Payment Fees: £60 (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 this service.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £1000: 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. Please note that for maintenance work of an intensive or complex nature and/or requiring numerous property visits costs may be higher at the Agent's discretion pending estimates provided to the Landlord.

Management Take-over Fees: £300 (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.

Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £36 (inc. VAT) per tenancy

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