

# LANDLORD FEES SCHEDULE

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## LEVELS OF SERVICE OFFERED:

	<u>Let Only:</u> 60% of rent (Minimum of £600) (inc. VAT) based on a six- month contract*	<u>Fully Managed:</u> 15% of rent (Minimum £60 per month) (inc. VAT)	<u>Fully Managed Plus</u> 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 contract-holder(s)	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide contract-holder(s) 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 (From an additional £27 p/m (£22.50 + VAT) & dependent on property rental value)			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

- **Energy Performance Certificate (EPC)** £108 (£90 + VAT) per tenancy
- **Annual Landlord Gas Safety Certificate (GSR)** £78 (£65 + VAT) per property
- **Electrical Installation Condition Report (EICR)**  
From £180 (£150 + VAT) per property
- **Portable Appliance Testing (PAT)** 18%, Minimum £12 (15% + VAT, Minimum £10 + VAT) per property in addition to cost of work.
- **Legionella Risk Assessment** £120 (£100 + VAT) per property
- **Replacement smoke alarm detector heads** –  
From £90 (£75 + VAT) per detector
- **Wired in smoke alarms** – From £180 (£150 + VAT) per detector.
- **Annual smoke alarm test with certificate of testing** – From £90 (£75 + VAT)
- **Carbon Monoxide Alarm (battery operated)** -  
From £60 (£50 + VAT) per alarm

### START OF TENANCY FEES

**Set-up Fees:** 54% of month's rent (minimum £420) (inc. VAT) per tenancy. Referencing for up to two contract-holders (ID checks, 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 occupation contract.

**Additional Referencing Fees:** £60 (£50 + VAT) per contract-holder.

**Guarantor Fees:** £74 (£65 + VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the occupation contract).

**Annual Deposit Registration Fee:** £90 (£75 + VAT) per year to cover all tenancies within that year. Register landlord and contract-holder details and protect the security deposit with a Government-authorised Scheme. Provide the contract-holder(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

**Inventory Fees:** Up to £180 (£150 + VAT). Dependent on the number of bedrooms and/or size of the property and any outbuildings. Schedule on request.

**Landlord Withdrawal Fee (Minimum Fee before referencing/move-in):** £300 (£250 + 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.

**\*Let Only Fee** based on a six-month tenancy: 60% (50% + VAT) of rent [Minimum fee of £600 (£500 + VAT)] Let Only Fee based on tenancy of more than six-months: An additional quarter month's rent + VAT (e.g. £600 pcm rental = £180 (£150 + VAT)).

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

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### DURING TENANCY FEES

**Additional Property Visits:** £36 (£30 + 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 (£60 + VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the contract-holder(s), direct contract-holder(s) to make payment change as appropriate and update the occupation contract as applicable.

**Renewal Fees (Managed):** £120 (£100 + VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further occupation contract to an existing contract-holder

**Renewal Fees (Let Only):** £180 (£150 + VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further occupation contract to an existing contract-holder

**Landlord Withdrawal Fee** (after referencing has taken place/during tenancy): £420 (£350 + VAT) per tenancy or 100% of the management fee for remainder of the fixed term, whichever the greater. To cover the costs associated with advising the contract-holder 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 Let Only service.

**Arrangement Fees for works:** 18% of net cost (minimum £12) (15% + VAT – Minimum £10 + 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.

**Mid-term Occupation Contract Changes** - £30 (£25 + VAT)

**Service of Notice:** £72 (£60 + VAT)

### 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.

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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.

**Expedited Payment Fees:** £60 (£50 + 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.

### Payment of Landlord's Utility and Maintenance Accounts:

Accounts up to £50.00: £12 (£10 + VAT)  
Accounts up to £100.00: £18 (£15 + VAT)  
Accounts over £100.00: £24 (£20 + VAT)

### OTHER FEES AND CHARGES

**Arrangement Fees for refurbishments over £1000:** 12% of net cost (10% + 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 (£250 + 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 contract-holder.

**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.

**Duplicate Statements & Occupation Contracts - £6 (£5 + VAT)**

**Document request from Archives - £90 (£75 + VAT)**

**Professional Hourly Rate - £90 (£75 + VAT)**

**Insurance Claim Handling Fee** 18% (15% + VAT) of the cost of work.

**Key Cutting - £24 (£20 + VAT)** in addition to the cost of the keys

**Pre-payment Utility Card Management - £24 (£20 + VAT)** plus any debt on the card that needs clearing

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