

## LANDORD FEES SCHEDULE

Services offered	Complete Management	Rent collect	Tenant Find Only
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consent	✓	✓	✓
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 (where possible)	✓	✓	✓
Find tenant	✓	✓	✓
Advise on non-resident tax status and HMRS (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 payments of any shortfall and payment method	✓	✓	
Arrange payments for statutory requirements	✓		
Peruse non-payment of rent and provide advice on rent arrears actions	✓		
Undertake two routine visits per annum and notify the outcome to the landlord	✓		
Arrange routine repairs and instruct approved contractors	✓		
Security deposit dilapidation negotiations	✓		
Hold keys throughout the tenancy	✓		

## **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) £84 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £72 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £TBC (inc. VAT) per tenancy (depending on size of property)
- Portable Appliance Testing (PAT) £TBC (inc. VAT) per tenancy
- Legionella Risk Assessment £60 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £TBC (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £60 (inc. VAT) per tenancy

START OF TENANCY FEES Set-up Fees:

- Fully Managed £420 inc. VAT one off payment. 12% inc. VAT PCM
- Rent Collect £540 inc. VAT one off payment. 7.2% inc. VAT PCM
- Tenant Find £540 inc. VAT) one off payment.

Guarantor Fees: £24 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £60 (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): £180 (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: £54 (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: £102 (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: £60 (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: £TBC (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.

END OF TENANCY FEES Check-out Fees: £60 (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 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 deposit.

### **FINANCIAL CHARGES**

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

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. Fees for providing an Annual Income and Expenditure Schedule: £30 (inc. VAT) annually.

Same-Day Payment Fees: £12 (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: £60 (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: £240 (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: £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. Duplicate

Keys Cut Charge: TBC (inc. VAT) the cos will depend on the number and style of key.