

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 60% of rent (inc. VAT)	Rent collection: 9.6% of rent (inc. VAT)	Fully managed: 14.2% of rent (inc. VAT)
Agree 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	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
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 two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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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)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT)
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide

The above services are carried out by third parties whose fees are charged to the landlord at the service provider's rate. The fee charged will be determined by the 3rd party and is affected by such factors as the size of the property and where relevant its level of furnishing and distance to travel to the property. A more accurate price can be provided on request

- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy
- Handling local authority licensing application (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy

The above service fees are dependent on factors such as size of property and nature and extent of work undertaken.

START OF TENANCY FEES

The Tenancy Set Up Fee is £250 excluding Vat (£300 including Vat) for tenancies with a rent less than £1,000 pcm. For tenancies with rent of £1,000 or more pcm the Tenancy Set Up Fee is £350 excluding vat (£420 including Vat). The Tenancy Set Up Fee is payable in addition to the Letting/Management Commission. Referencing for up to 5 tenants carried out by a third party reference company arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £20 (inc. VAT) per tenant.

Guarantor Fees: £30 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £30 (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): Included. 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.

Inventory Fees

Accompanied Check-in

The above services are carried out by third parties whose fees are charged to the landlord at the service provider's rate. The fee charged will be determined by the 3rd party and is affected by such factors as the size of the property and where relevant its level of furnishing and distance to travel to the property. A more accurate price can be provided on request

Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, handover operating instructions (where they exist) 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. Fees £90 including vat per tenancy

Landlord Withdrawal Fees (before tenancy agreement entered into): 42% including vat of rent per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before tenancy agreements exchanged

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

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £42 (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: £90 (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: £42 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a renewal tenancy agreement.

Right-to-Rent Follow-Up Check: £30 (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 or rent Coll service.

Landlord Withdrawal Fees (during tenancy): The difference between the amount paid for the tenancy being withdrawn from and the amount that would be payable for providing the Tenant Find service for the 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. Landlord responsible for collecting all documents and keys from the agent's office. Any other arrangement for return at the landlord's expense pre-paid by the landlord.

(DURING TENANCY FEES Continued)

Arrangement Fees for works over £250 net of vat: 12% of cost (inc. VAT). Insurance claims, 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. Complex insurance claims will incur additional charges of £90 inc vat per hour

END OF TENANCY FEES

Check-out - Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. Fees on same basis stated above as inventory and check in

Tenancy Dispute Fee: £90 (inc. VAT) per hour 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 as part of the Fully Managed Service.

Fees for the preparation of Legal Notices (Section 8 or Section 21): £42 (inc. VAT) per Notice posted by unrecorded first class post to the property. Personal service by agent on tenant or left at the property where tenant not present £90 inc Vat.

Court Attendance Fees: £90 (inc. VAT) per hour plus travel and parking per member of staff attending.

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FINANCIAL CHARGES

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

Contractor Commission: Zero% of contractors invoice. To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis. Included in managed service

Additional HMRC Reporting Fees: £90 (inc. VAT) per hour. 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 in the Agent's standard format: £42 (inc. VAT) annually.

Same-Day Payment Fees: £25 (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. Normally UK bank to UK bank payments are anyway same day

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £1,000 net of Vat: 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: £90 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £90 (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: £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: £42 (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.

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