

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 12% of THE FIRST SIX MONTHS RENT PAYABLE AT THE COMMENCEMENT OF THE TENANCY (inc. VAT)	Rent collection: 9% of rent (inc. VAT)	Fully managed: 12% 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 one 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

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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) £100 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £110 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £210 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £120 (inc. VAT) per tenancy when requested
- Legionella Risk Assessment £132 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £60 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £180 (inc. VAT) per tenancy for the preparation of an Assured Periodic Tenancy Agreement and arranging execution. Referencing: £90 (inc. VAT) for the first tenant and £60 (inc. VAT) per additional tenant. This includes ID verification, Right to Rent checks, credit checks, and obtaining references from current or previous employers/landlords, along with any other relevant information required to assess affordability.

Guarantor Fees: £90 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (where collected): £72 per annum (inc. VAT) per tenancy. 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: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £240 (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.

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INDEPENDENT REDRESS:



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DURING TENANCY FEES

Additional Property Visits: £30 (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: £120 (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.

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): £220 (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 over £5000 : 10% 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. Fully Managed service only.

END OF TENANCY FEES

Tenancy Dispute Fee: £150 (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: £180 (inc. VAT) per hour.

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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 £72 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £72 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

OTHER FEES AND CHARGES

Obtaining more than three contractor quotes: £60 (inc. VAT) per quote. Fully Managed service only.

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.

Management Take-over Fees: £120 (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: £100 (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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