

# DUNCAN ■ YEARDLEY

## LANDLORD FEES

Fully Managed	Rent Collection	Let Only
14.4% incl VAT	12% VAT incl VAT	9.6% incl VAT

Additional non-optional fees and charges

### Pre-tenancy fees (all service levels)

Arranging and facilitating compliance, if not provided on instruction:

**Energy Performance Certificate (EPC):** From £120.00 incl VAT per property

**Gas Safety Certificate:** From £80.00 incl VAT

**Electrical Installation Condition Report (EICR):** From £144.00 incl VAT

**Portable Appliance Testing (PAT):** £60.00 incl VAT for up to 30 appliances

### Start of tenancy fees

**Set-up fee:** £310.00 incl VAT per tenancy (for all service levels)

Providing guidance on compliance and any required property improvements, professionally edited photos, producing a video tour and floorplan, marketing the property on relevant portals, our own website and across social media, conducting accompanied viewings, referencing for up to two tenants (ID checks, Right to Rent 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 tenancy agreement.

**Additional tenant referencing fee:** £36.00 incl VAT per tenant

As per referencing section of set-up fee above, for additional tenants.

**Guarantor fee:** £60.00 incl VAT per guarantor

Covering credit referencing, ID checks and preparing a Deed of Guarantee.

**Deposit Registration Fee:** £4.80 per month incl VAT (for Rent Collection and Fully Managed)

**Let Only Deposit Registration Fee** £60.00 incl VAT per tenancy every 12 months, regardless if there is no fixed term.

**Nil Deposit administration fee:** £240.00 incl VAT per tenancy (Let Only and Rent Collection)

The costs associated in making an Entitlement Claim under the Nil Deposit service.

**Inventory make fee:** From £140.00 to £280.00 (dependent on size of property)  
Creation of a highly detailed Inventory and Schedule of Condition with photographs.

**Accompanied check-in fee:** From £100.00 to £240.00 (dependent on size of property)

Attendance of an independent inventory clerk to welcome the tenant(s), confirm the Inventory and Schedule of Condition, highlight the location of the utility meters, stop-cocks etc, test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

**Inventory update fee between tenancies:** £80.00

Updating the highly detailed Inventory and Schedule of Condition with photographs between tenancies as advised by the tenancy deposit scheme

**Landlord withdrawal fee (before move-in):** Set-up fee + one week's rent 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.

**Rent Recovery Service:** £33.00 incl VAT per month (for Rent Collection and Fully Managed)

Protection against non-payment of rent and expired notice seeking possession.

### During tenancy fees

**Additional property visits:** £75.00 incl VAT per visit

Should the landlord request property visits in addition to those within their existing terms of business.

**Renewal fee:** £120.00 incl VAT per tenancy

Contract negotiation, amending and updating terms and arranging for the signing of a new tenancy agreement.

**Negotiation of a periodic tenancy:** £70.00 incl VAT per tenancy

**Dealing with insurance claims in excess of £2,000:** 12% incl VAT of the claim

For processing, managing and expediting a claim on behalf of the landlord. Fully managed service only.

### End of tenancy fees

**Check-out fee:** From £120.00 to £260.00 (dependent on size of property)

Attendance of an independent inventory clerk to undertake an updated Schedule of Condition based on the original Inventory and negotiating the repayment of the security deposit.

**Propose and negotiate deposit deductions:** £200.00 incl VAT per tenancy (Let Only and Rent Collection)

**Tenancy dispute fee:** £240.00 incl 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.

### Service of legal notices (drawn up by a solicitor):

**Administration and service of Section 21 notice:** £240.00 incl VAT per notice

**Administration and service of Section 8 notice based on mandatory grounds and Section 21 notice:** £300.00 incl VAT per notice

**Administration and service of Section 8 notice based on mandatory grounds:** £240.00 incl VAT per notice

**Administration and service of Section 8 notice based on discretionary grounds:** £300.00 incl VAT per notice

**Court attendance:** £200.00 incl VAT per half day or £380.00 incl VAT per full day

### Financial charges

**Interest on unpaid commission:** 3% above the Bank of England Base Rate from due date until paid

**Submission of Non-resident Landlord receipts to HMRC:** £100.00 incl VAT quarterly.

To remit and balance the financial return to HMRC on both a quarterly and annual basis.

### Other fees and charges

**Obtaining more than two contractor quotes:** £36.00 incl VAT per quote (Fully Managed service only)

**Vacant property management fee:** £70.00 incl VAT per visit

To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

**Management takeover fee:** £200.00 incl 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 fee:** £36.00 incl 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.

Client Money Protection (CMP) provided by:



Independent Redress provided by:



Members of:

