

duncan  
yearley

# Landlord Schedule of Fees

LET BY

arla | propertymark

PROTECTED

**01344 860 121**

[lettings@duncanyearley.co.uk](mailto:lettings@duncanyearley.co.uk)

[duncanyearley.co.uk](http://duncanyearley.co.uk)

# LANDLORD SCHEDULE OF FEES

Service Levels	Fully Managed 14.4% incl VAT	Rent Collection 12% incl VAT	Let Only Equal to one months' rent +VAT
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Additional non-optional fees and charges

## Pre-tenancy fees (all service levels)

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

- Energy Performance Certificate (EPC): £100 per property
- Gas Safety Certificate: £80 incl VAT
- Electrical Installation Condition Report (EICR): From £120 to £216 incl VAT (dependent on size of property)
- Portable Appliance Testing (PAT): £60 incl VAT for up to 30 appliances

## Start of tenancy fees

### Set-up fee: £294 incl VAT per tenancy (Rent Collection and Fully Managed)

Providing guidance on compliance and any required property improvements, professionally edited photos, producing a full colour brochure 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 and deposit registration and protection.

### Additional tenant referencing fee: £36 incl VAT per tenant

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

### Guarantor fee: £60 incl VAT per guarantor

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

### Deposit Registration Fee: £36 incl VAT per tenancy (Let Only)

Register landlord and tenant details and protect the security deposit with a Government approved scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

### 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.

### Inventory fee: From £125 to £200 (dependent on size of property)

Creation of a highly detailed Inventory and Schedule of Condition with photographs.

**Accompanied check-in fee: From £100 to £160 (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.

**Rent Recovery Service: £19.20 per month or £198 per annum incl VAT per property (Rent Collection and Fully Managed)**

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

**Re-let fee: £180 incl VAT per tenancy (Rent Collection and Fully Managed)**

For re-marketing the property, 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 and deposit registration and protection.

## **During tenancy fees**

**Additional property visits: £60 incl 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.

**Amendment fee (Landlord's request): £60 incl VAT**

Contract negotiation, amending terms and updating the tenancy agreement during the term of the tenancy.

**Renewal fee: £120 incl VAT per tenancy**

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

**Arrangement fee for a Gas Safety Certificate or Electrical Report: £30 incl VAT per item (Let Only and Rent Collection)**

**Negotiation of a periodic tenancy: £60 incl VAT per tenancy**

**Right to Rent follow-up check: £24 incl 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 is not provided for a Let Only service.

**Arrangement fee for works over £1,000: £120 incl VAT per job**

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.

**Dealing with insurance claims in excess of £1,000: 12% incl VAT of the claim**

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

### **Tenancy dispute fee: £240 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.

### **Fees for the administration and service of legal notices (Section 8 or Section 21): £60 incl VAT per notice (Let Only and Rent Collection)**

**Court attendance fees: £180 incl VAT per half day, £360 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 Landlords receipts to HMRC: £90 incl VAT quarterly.**

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

**Providing an Annual Income and Expenditure Schedule: £30 incl VAT annually**

**Same-day payment fee: £30 incl 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**

**Obtaining more than two contractor quotes: £30 incl VAT per quote (Fully Managed).**

**Vacant property management fee: £60 incl VAT per visit (Fully Managed)**

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: £180 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 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:



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