# Landlord fees schedule

## LEVELS OF SERVICE OFFERED

| | Fully Managed: 14.4% of rent (inc. VAT) | Rent Collection: 12% of rent (inc. VAT) | Tenant Find: One months rent (excl. VAT) |
|---|---|---|---|
| Find tenants, negotiate the rent, reference tenants, Right to Rent checks, agree tenancy terms, and arrange signing of the tenancy agreement. | ✓ | ✓ | ✓ |
| Provide guidance on compliance with statutory provisions and letting consents | ✓ | ✓ | ✓ |
| Advise on refurbishment requirements | ✓ | ✓ | ✓ |
| Erect board outside property in accordance with the Town & Country Planning (Control of Advertisements) Regulations 1992 | ✓ | ✓ | ✓ |
| Advertise the property across relevant portals, our website and social media | ✓ | ✓ | ✓ |
| Carry out accompanied viewings | ✓ | ✓ | ✓ |
| Advice on non-resident tax status and HMRC (if relevant) (Additional fee applies should Tax be deducted) | ✓ | ✓ | ✓ |
| Arrange full independent inventory and photos (Additional fee applies) | ✓ | ✓ | ✓ |
| Collect and remit initial months' rent minus pre-tenancy invoices | ✓ | ✓ | ✓ |
| Register tenant's deposit within an approved scheme (Additional fee applies) | ✓ | ✓ | |
| Demand, collect and remit the monthly rent | ✓ | ✓ | |
| Pursue non-payment of rent and provide advice on rent arrears actions | ✓ | ✓ | |
| Provide a Rent Recovery Service (Additional fee applies) | ✓ | ✓ | |
| Rent review negotiations for rent increase & sending Section 13 (Additional fee applies) | ✓ | ✓ | |
| Carry out ongoing Right to Rent checks | ✓ | ✓ | |
| Arrange tenant check-out by an independent inventory clerk (Additional fee applies) | ✓ | ✓ | |
| Advise all relevant utility providers of any changes | ✓ | | |
| Conduct two property visits per year | ✓ | | |
| Manage maintenance, planned works & compliance via FixFlo | ✓ | | |
| Handle all tenant queries | ✓ | | |
| Tenancy deposit dilapidation negotiations | ✓ | | |
| Hold keys securely 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:

- Landlord Anti -Money Laundering Checks: £75.00 (incl VAT)
- Energy Performance Certificate (EPC) £125.00 (incl VAT) per tenancy
- Gas Safety Certificate (GSR) £125.00 (incl VAT) per tenancy
- Gas Safety Certificate & Boiler Service £240.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £260.00 (incl VAT) per tenancy
- Portable Appliance Testing (PAT) £100.00 (incl VAT) per tenancy
- Legionella Risk Assessment £180.00 (incl VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £42.00 (incl VAT) per tenancy plus the price of the alarm.
- Arrangement Fee: £42.00 (incl VAT) for arranging compliance certificates pre tenancy for Fully Managed landlords and pre/mid tenancy for Rent Collection & Let Only landlords.
- Engage marketing campaign £120.00 (incl VAT).

### START OF TENANCY FEES

Set-up Fees: £380.00 (incl VAT) per tenancy. Referencing for up to two tenants (ID and Sanctions checks, Right-to-Rent check, 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: £42.00 (incl VAT) per tenant

Guarantor Fees: £80.00 (incl VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £42.00 (incl 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): £8.00 (incl VAT) per tenancy. Register landlord and tenant details and protect the deposit. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Let Only Deposit Registration Fee: £100.00 (incl VAT) per tenancy every 12 months

Inventory / Schedule of Condition Fees: From £150.00 (incl VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

Inventory update fee between tenancies: From £115.00 (incl VAT)

Accompanied Check-in Fees: From £160.00 (incl VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, 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): Set up Fee + one weeks 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: From £38.00 (incl VAT) per month (for Rent Collection and Fully Managed) Protection against non-payment of rent.

## CLIENT MONEY PROTECTION:

propertymark.co.uk

propertymark cmp Client Money Protection

## INDEPENDENT REDRESS:

tpos.co.uk

The Property Ombudsman

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### DURING TENANCY FEES

Additional Property Visits: £95.00 (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.

Rent Review Fees: £150.00 (incl VAT) per tenancy.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: £80.00 (incl VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement.

Change of ownership: £250.00 (incl VAT)
Contract amending and updating terms and arranging for the signing of a new tenancy agreement.

Change of Tenant: £150.00 (incl VAT)
Referencing the tenant, contract amending and updating terms and arranging for the signing of a new tenancy agreement.

Contractor Commission: 21.6% of contractors invoice (incl VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Obtaining more than two contractor quotes: £42.00 (incl VAT) per quote. Fully Managed service only.

### END OF TENANCY FEES

Check-out Fees: From £160.00 (incl VAT) per tenancy (Dependent on property size). Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Deposit 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.

Fees for the service of Legal Notices: From £300.00 (incl VAT) per Notice. This is issued by a solicitor so is subject to change

Court Attendance Fees: £300.00 (incl VAT) per half day or £500.00 (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 Landlords receipts to HMRC £100.00 (incl VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £100.00 (incl 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: £100.00 (incl VAT) annually.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £180.00 (incl 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: £260.00 (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 tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £42.00 (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.

Supply of Temporary Heaters: £40.00 (incl VAT) for day one and £20.00 (incl VAT) every day after.

Key Cutting Service: £42.00 (incl VAT) + price of keys

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