

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 12% of rent (inc. VAT)	Rent Collection: 15% of rent (inc. VAT)	Fully Managed: 18% of rent (inc. VAT)
Agree the current 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 suitable tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with standing order for payment of rent	✓	✓	✓
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 routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing 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) £114.00 (inc. VAT)
- Gas Safety Certificate (GSR) £102.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £POA (inc. VAT)
- Portable Appliance Testing (PAT) £POA (inc. VAT)
- Legionella Risk Assessment £POA (inc. VAT)
- Installing Smoke alarms and Carbon Monoxide £75.00 (inc. VAT) 1 x smoke alarm & 1 x CO alarm.
- Handling local authority licensing application £POA (inc. VAT)

START OF TENANCY FEES

Tenancy Set-up Fees: £300.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID 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 and registering the security deposit with the DPS.

Additional Tenant Referencing Fees: £60.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £0.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0.00 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

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): £300.00 (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.

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

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

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www.tpos.co.uk



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £60.00 (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.

Renewal Tenancy Agreement Fees: £120.00 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

END OF TENANCY FEES

Check-out Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 10% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £POA (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £POA (inc. 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: £0.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £60.00 (inc. 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.

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