



ADDITIONAL LANDLORD SERVICES

SCALE OF CHARGES (all charges plus vat)

- Standard Tenancy Agreement (AST) £150
- Referencing tenants & right to rent checks No charge (inc in set up fee)
- Deposit registration fee (Managed properties) £40 pa
- Deposit registration (Non-managed) £80

- Preparation of Inventory / schedule of condition - from £120 (estimate on request)
- Rent guarantee/legal protection insurance - currently £275 per year (inc IPT)
- Renewal AST (Managed properties) (including rent review) £150
- Notice of extension of tenancy (Managed properties) £100
- Renewal AST (Non-managed) (including rent review) £200
- Notice of extension of tenancy (Non-managed) £125
- Serving legal Notices (Non-managed) £125 (no charge managed)
- Rent review & Section 13 Notice (Non-managed) £175
- Selective license application £75

- Administer HMRC tax requirements (overseas landlord) £60 per quarter
- Court attendance (plus reasonable expenses & costs) £200
- Documentation for TDS adjudication / deposit dispute / repossession etc £50 per hour (min. 1 hour)
- Attending Bailiff appointment (managed properties) £125
- Supervising works over £200 (managed properties) 10% total cost
- Check out -Inventory check / schedule of condition - from £90 (dependent on size)
- Withdrawal from agreed tenancy offer 2 weeks rent

- Consultancy/Admin fee: (Managed properties) Including: £50 per hour (min. 1 hour)
 - *Additional (non-periodic) visits requested by landlord*
 - *Waiting time at property*
 - *Arranging safety compliance checks*
 - *Arranging installation of smoke or carbon monoxide alarms*
 - *Arranging EPC'S*
 - *Obtaining consent from lender or superior landlord*
 - *Organising key cutting*
 - *Organising pre-tenancy cleaning*
 - *Providing documentation to third parties (at landlord's request)*
 - *Dealing with deposit disputes at end of tenancy*

