



## 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	£365 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 property 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	

