



SUMMARY OF SERVICES

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LEVELS OF SERVICES OFFERED:

	Platinum Full Management	Gold Full Management	Silver Rent Collection	Bronze Let Only
Establish property particulars, advise on any refurbishment requirements and likely rental income.	✓	✓	✓	✓
Provide guidance on compliance with statutory provisions, lettings consents and advise on non-resident tax status and HMRC (if relevant).	✓	✓	✓	✓
Construct marketing materials, market the property on relevant property portals and erect board at property in accordance with Town & County Planning Act 1190.	✓	✓	✓	✓
Receive and maintain tenant enquiries in accordance with landlord guidelines, carry out accompanied viewings (as appropriate).	✓	✓	✓	✓
Considering tenant applications, establish right to rent and perform credit & reference checks on all applicants to assess suitability.	✓	✓	✓	✓
Provide suitable tenancy agreement and accompanying mandatory paperwork.	✓	✓	✓	✓
Liaising with a Landlord's mortgagees where necessary with regard to references and tenancy agreement.	✓	✓	✓	✓
Demanding rent at the agreed frequencies, paying over to the Landlord less any fees or expenses incurred for the period and providing the Landlord with a detailed rent statement.	✓	✓	✓	
Taking a deposit from the Tenant, dealing with this deposit under the requirements of the chosen deposit protection scheme until the end of the tenancy.	✓	✓		
Arranging with utility companies for meter readings and local council for the transfer of service contracts to the Tenant at the beginning of the tenancy.	✓	✓		
Co-ordination of repair or maintenance issues, as per Landlord instructions, including arranging for tradesmen to attend the property and obtaining estimates where necessary and settling accounts from rents received. Monitor and maintain statutory safety checks.	✓	✓		
Conduct quarterly property inspections and issue Landlord with a report.	✓	✓		
Conduct full property inspection and inventory check at the end of tenancy and, if necessary, preparing and agreeing a schedule of costs relating to any damage or unfair wear and tear prior to releasing the deposit.	✓	✓		
Professional enhanced property photography and aerial photography (where appropriate).	✓			
Floorplan with listing.	✓			
Inventory and Schedule of Condition.	✓			
Rent reviews and preparation and service of Section 13 Notice (rent reviews).	✓			
Contract negotiation for tenancy renewal.	✓			
Right to Rent follow-up checks where mandatory.	✓			
Preparation of all evidence /documents should a Tenancy deposit go to dispute.	✓			
Preparation and service of Section 8 & Section 21 possession notices.	✓			
Two vacant property inspections between tenancies.	✓			
Arranging maintenance in void periods.	✓			

LANDLORD FEES SCHEDULE

ALL FEES & CHARGES

	Platinum	Gold	Silver	Bronze
Set up Fees	£395 + VAT (£474 incl VAT)	£395 + VAT (£474 incl VAT)	£395 + VAT (£474 incl VAT)	One Months Rent + VAT
Management % Fee (where applicable)	18% + VAT (21.6% incl VAT)	15% + VAT (18% incl VAT)	12% + VAT (14.4% incl VAT)	Service Not Available
Supporting local authority licencing application	£120 + VAT (£144 including VAT)			
Pre-letting Regulation Check (Homes Act 2018)	Included within service	£45 + VAT (£54 incl VAT)	£68 + VAT (£81.60 incl VAT)	
Deposit Registration - Admin involved in the Tenancy Deposit legislation	Included within service		Service Not Available	
Inventory/Schedule of Condition	Included within service	£66 + VAT (£79.20 incl VAT)	£100 + VAT (£120 including VAT)	
Legionella Risk Assessment	£48 + VAT (£57.60 including VAT)			
Administration Fee if landlord rejects/declines application after processing applicant	£75 + VAT (£90 including VAT)			
Rent Protection (12 month policy)	Subject to Quotation from Provider			
Additional property inspection (quarterly inspections incl in Platinum/Gold service)	£45 + VAT (£54 including VAT)			
Rent review and preparation & service of Section 13	Included within service	£60 + VAT (£72 including VAT)		
Renewal Fee	Included within service	£60 + VAT (£72 including VAT)		
Right to Rent follow-up check	Included within service	£50 + VAT (£60 including VAT)		
Landlord Termination Fee	One Months Rent + VAT Equivalent to the prevailing Bronze Let Only Set Up Fee			
Arrangement Fees - Obtaining estimates and supervision of major works over £1000	5% + VAT cost of invoice (6% including VAT)		Service Not Available	
Accompanied council inspections	£45/hr + VAT (£54/hr including VAT)		Service Not Available	
Tenant move-out and inventory check	Included within service		£150 + VAT (£180 including VAT)	
Deposit Release Fee	Included within service		Service Not Available	
Tenancy Dispute Fee – Preparation of evidence	Included within service	£120 + VAT (£144 incl VAT)	Service Not Available	
Preparation and service of Section 21 or Section 8 Possession Notice	Included within service	£60 + VAT (£72 incl VAT)	Service Not Available	
Preparation of evidence and documents for legal proceedings	Included within service	£120 + VAT (£144 incl VAT)	Service Not Available	

LANDLORD FEES SCHEDULE

ALL FEES & CHARGES

	Platinum	Gold	Silver	Bronze
Attending legal proceedings (per hour)	£45/hr + VAT (£54 including VAT)		Service Not Available	
Interest on unpaid fees or commission	3% +VAT above the Bank of England base rate from the due date until paid (3.6% including VAT)			
Administration of NRL tax returns (quarterly)	Included within service	£30 + VAT (£36 incl VAT)	Service Not Available	
Annual income and expenditure schedule (per portfolio)	Included within service	£50 + VAT (£60 including VAT)		Service Not Available
Obtaining more than two quotes for maintenance (per job)	£20 + VAT (£24 including VAT)			
Void property inspections (per visit)	2 FoC INCL then £35 + VAT (£42 Incl VAT)	£35 + VAT (£42 including VAT)		
Management Take-over Fees	Included within service	£300 + VAT (£360 including VAT)		Service Not Available
Insurance Claim Handling Fee	10% + VAT value of claim (12% including VAT)		Service Not Available	
Professional hourly rate	£45/hr + VAT (£54 including VAT)			
Collection & redirection of mail (UK & Overseas)	£25 + VAT administration fee plus cost of postage (£30 including VAT plus cost of postage)			
Duplication & testing of keys	£25 + VAT administration fee plus cost of keys (£30 Including VAT plus cost of keys)			
Additional paper copies of documents/statements	£25 + VAT administration fee plus cost of postage (£30 including VAT plus cost of postage)			
Additional electronic copies of documents/statements	£5 + VAT administration fee (£6 including VAT)			
Arrangement Fee for arranging maintenance in void periods or Let Only/Rent Collect Services.	Included within service	10% + VAT of invoices (£12% including VAT)		
Professional enhanced property photography and aerial photography (where appropriate)*	Included within service	£100 + VAT (£120 incl VAT)		
Floorplan with listing*	Included within service	£60 + VAT (£72 including VAT)		
Energy Performance Certificate (EPC)*	£60 Supplier not currently VAT registered			
Gas Safety Inspection*	£65 Supplier not currently VAT registered			
Electrical Installation Condition Report (EICR)*	Subject to Quotation from Supplier – Supplier is VAT registered			
Portable Appliance Testing (PAT)*	See Schedule – Supplier is VAT registered			

* Note: These services are supplied by third parties and prices may differ in future

LANDLORD FEES SCHEDULE

ALL FEES/CHARGES & DESCRIPTIONS



STATUTORY COMPLIANCE

Please note we will arrange and facilitate statutory compliance if not provided on instruction or undertaken by the landlord.

PRE-TENANCY FEES

Supporting Local Authority Licence: £120 + VAT (£144 incl VAT)

To cover the costs associated with supporting the landlord with an application where the property falls within an area that is subject to Selective Licencing.

Pre-Lettings Regulation Check: Visual check, in compliance with the Homes Act 2018, prior to the marketing of the property.

- Platinum service: Included
- Gold service: £45 + VAT (£54 incl VAT)
- Silver & Bronze service: £68 + VAT (£81.60 incl VAT)

START OF TENANCY FEES

Inventory & Schedule of Condition Report:

- Platinum service: Included
- Gold service: £66 + VAT (£79.20 incl VAT)
- Silver & Bronze services: £100 + VAT (£120 incl VAT)

Legionella Risk Assessment: £48 + VAT (£57.60 incl VAT) per tenancy.

Set-up Fees:

- Platinum, Gold & Silver services: £395 + VAT (£474 incl VAT) per tenancy.
- Bronze service: One month's rent + VAT subject to minimum charge £550 + VAT (£660 incl VAT) per tenancy. The above includes: Marketing of the property, Erecting 'To Let' board, Maintaining tenant enquiries, Conducting accompanied viewings, 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.

Deposit Registration: Included in Platinum & Gold services.

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

Silver and Bronze landlords are responsible for complying with the deposit protection requirements of the Housing Act 2004.

Landlord Withdrawal Fee: £75 + VAT (£90 incl VAT) per application.

To cover the costs associated with a tenant application and referencing should the landlord reject/decline an application after processing where the applicant is not at fault.

Rent Protection: Subject to quote as requested. 12 month rent protection and legal expenses cover.

DURING TENANCY FEES

Additional Property Inspections: £45 + VAT (£54 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 Fee: £60 + VAT (£72 incl VAT) per tenancy. Included in Platinum service.

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement or serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fee: £60 + VAT (£72 Incl VAT) per tenancy. Included in Platinum service.

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

Right-to-Rent Follow-Up Check: £50 + VAT (£60 incl VAT) per check. Included in Platinum service. 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.



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LANDLORD FEES SCHEDULE

ALL FEES/CHARGES & DESCRIPTIONS



Landlord Termination Fee: One months rent + VAT subject to a minimum charge of £550 + VAT (£660 incl VAT) (Equivalent to the prevailing Bronze Let Only Fee per tenancy).

To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to the Bronze service.

Arrangement Fees for works over £1,000: 5% + VAT of net cost of works.

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. This does not apply to Silver & Bronze services.

Accompanied Council Inspections: £45 + VAT (£54 incl VAT) per hour.

To attend property when council inspect property and request Landlord/Agent to be present following complaint from Tenant. This does not apply to Silver & Bronze services.

END OF TENANCY FEES

Tenant Move-out & Inventory Check Fee: Attending the property to undertake an updated Schedule of Condition based on the original inventory and providing the landlord with a detailed report and photographs.

- Platinum & Gold services: Included. In addition we will also negotiate the repayment of the security deposit with the tenant(s).

- Silver & Bronze: £150 + VAT (£180 incl VAT). The landlord will be responsible for negotiating the repayment of the security deposit with their tenant(s).

Deposit Release Fee: Included for Platinum & Gold services.

Administration involved in the tenancy deposit legislation in order to release the deposit. This only applies where the agent has protected the deposit.

Tenancy Dispute Fee: £120 + VAT (£144 incl VAT) per tenancy. Included in Platinum service.

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.

Preparation and Service of Section 8 or Section 21 Possession Notice: £60 + VAT (£72 incl VAT) per Notice. Included in Platinum service.

This does not apply to Silver and Bronze services.

Preparation for Legal Proceedings: £120 + VAT (£144 incl VAT). Included in Platinum service.

The costs associated with the preparation of all evidence and documents for legal proceedings.

This does not apply to Silver and Bronze services.

Attending Legal Proceedings: £45 + VAT (£54 incl VAT) per hour. This does not apply to Silver and Bronze services.

FINANCIAL CHARGES

Interest on Unpaid Fees & Commission: 3% + VAT (3.6% incl VAT) above the Bank of England Base Rate from Due Date until paid.

Administration of NRL Tax Returns: £30 + VAT (£36 incl VAT) per quarter. Included in Platinum service. Submission of non-resident landlords receipts to HMRC. To remit and balance the financial return to HMRC on both a quarterly and annual basis. This does not apply to Silver and Bronze services.

Annual Income and Expenditure Schedule: £50 + VAT (£60 incl VAT) annually, per portfolio. Included in Platinum service where requested. This does not apply to Bronze service.

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Redress
Scheme

LANDLORD FEES SCHEDULE

ALL FEES/CHARGES & DESCRIPTIONS



OTHER FEES AND CHARGES

Obtaining more than two contractor quotes: £20 + VAT (£24 incl VAT) per job.

Void Property Inspections: £35 + VAT (£42 incl VAT) per visit. Platinum receive two FoC visits per void. 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: £300 + VAT (£360 incl VAT) per tenancy. Included in Platinum service. 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. This does not apply to Bronze service.

Insurance Claim Handling Fee: 10% + VAT (12% incl VAT) cost of claim. This does not apply to Silver and Bronze services.

Professional Hourly Rate: £45 + VAT (£54 incl VAT) per hour.

Collection & Redirection of Mail in UK & Overseas: Cost of post plus £25 + VAT (£30 incl VAT) administration fee.

Duplication & Testing of Keys: Cost of keys plus £25 + VAT (£30 incl VAT) administration fee.

Additional Paper Copies of Documents/Statements: Cost of postage plus £25 + VAT (£30 incl VAT) administration fee.

Additional Electronic Copies of Documents/Statements: £5 + VAT (£6 incl VAT) administration fee.

Arrangement Fee for Maintenance in Void Periods: 10% + VAT (12% incl VAT) of invoice. Included in Platinum service. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and forwarding any resulting warranty or guarantee.

Professional Enhanced Property Photography and Aerial Photography: £100 + VAT (£120 incl VAT) Included in Platinum service. Instructing a professional photographer, using professional equipment and post-processing software to enhance marketing images, internally and externally. Aerial photography available dependant on property.

Floorplan with Listing: £60 + VAT (£72 incl VAT) Included in Platinum service. Digital floorplan of property to enhance marketing.

Energy Performance Certificate (EPC): £60 per property. Valid for 10 years. Supplier not currently VAT registered.

Gas Safety Certificate: £65 per property. Valid for 1 year. Supplier not currently VAT registered.

Electrical Installation Condition Report (EICR): Subject to quote as requested. Dependant on the number of bedrooms/size of property. Supplier is VAT registered.

Portable Appliance Testing (PAT):

- £73 + VAT (£87.60 incl VAT) Up to 5 appliances
- £83 + VAT (£99.60 incl VAT) Up to 10 appliances

All fees and charges are subject to VAT unless otherwise stated

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