



Landlord Fees Schedule

We offer four residential lettings services: A fully managed service including rent protection, a managed service, a rent collection service and a tenant find service. To set up a tenancy we charge a set up fee plus inventory and check in fee. There are then various optional fees applicable during a tenancy plus an optional check out fee at the end of the tenancy. Please see below for further details. **Our one off set up fee for either our managed services or rent collection service is charged at 60% of the first month's rent (subject to a minimum charge of £504). For a tenant find only service we charge 72% of the first month's rent (subject to a minimum charge of £540). Please note that all fees noted include VAT @ 20%**

Our Standard Set Up Fee includes

- Agree the rental value
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment requirements
- Advise on non-resident tax status and HMRC (where relevant)
- Erect To let board at property as per Town and Country Planning Act 1990 (where possible)
- Prepare particulars and market the property and advertise on relevant portals
- Carry out accompanied viewings
- Take applications from prospective tenants (max 2) negotiate terms, obtain references
- Deal with initial right to rent checks
- Produce tenancy agreement and prescribed information in respect of the deposit and coordinate signing by tenants and landlords
- Issue tenants with all documentation legally required at the start of the tenancy
- Collect and remit initial month's rent
- Collect and protect the security deposit
- Provide tenants with method of rent payment & signed documentation by email
- Provide the landlord with copies of all signed documentation by email
- Deduct any pre-tenancy invoices and account to landlord
- Make any HMRC deduction and provide landlord with NRL8 (where relevant)
- Attend property on move in day to check smoke and carbon monoxide detectors
- Issue tenants with guidance documents to assist with looking after the property (managed and fully managed service only)
- Advise utility suppliers and council of change of occupier
- Advise utility suppliers of meter readings (where possible)

Our Rent Collection Service (7.2% of the monthly rent with a minimum £66)

- **ALL OF THE ABOVE PLUS....**
- Collect the monthly rent and advise on action for persistent rent arrears offenders
- Prepare and send by email monthly statements detailing payments received and any deductions made
- Deduct tax from monthly rental income in accordance with current legislation where the landlord is non resident

Our Managed Service (12% of the monthly rent with a minimum £88) includes:

- **ALL RENT COLLECTION SERVICES (As detailed to the left) PLUS....**
- Arrange regular property visits throughout the tenancy term and provide the landlord with a written report stating the condition of the property
- Hold a maintenance float and arrange for tradesmen to effect necessary repairs and decoration in accordance with the landlord's instructions
- Deal with any amendments to the tenancy throughout the tenancy term
- Deal with right to rent checks that are required throughout the tenancy term

Our Fully Managed with Rent Protection Service (14% of the monthly rent with minimum of £108) includes:-

- **ALL MANAGED SERVICES PLUS** rental payments for upto 15 payments whilst the tenants remain in occupation, selected property legal disputes, eviction costs, legal advice helpline & vacant possession cover for 3 months at 75% of the rental amount.



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Other fees where instructed

Pre check in visit and third party inventory report fees							Check out and third party check out report						
Furnishing	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Large 5 +	Furnishing	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Large 5 +
Furnished	£120	£135	£152	£170	£185	POA	Furnished	£134	£140	£146	£158	£170	POA
Unfurnished	£105	£120	£135	£150	£175	POA	Unfurnished	£128	£134	£140	£146	£158	POA

- Additional applicants/guarantors for a tenancy £90 per application – all services
- General arrangement fee - £18 managed services £30 – all other services
- Arrange/supply Energy Performance Certificate £108 – all services
- Gas Safety Record and Carbon Monoxide Alarm – cost price plus general arrangement fee noted above
- Portable appliance testing – cost price – plus general arrangement fee noted above
- Legionella risk assessment – cost price – plus general arrangement fee noted above
- Additional property visits without a report - £60 managed services and £90 all other services
- Periodic inspection with report – included for managed properties £120 per visit for all other services
- To serve a Section 8 notice £240 for all managed services. Not generally available for any other service
- To serve a Section 13 notice £108 for all managed services and rent collection. Not generally available for any other service.
- Deposit dispute - £120 to deal with deposit disputes (managed services only)
- Rent collection fee – where rent is collected for a tenant find only client – 7.2% of the rent collected but excluding the first month’s rent.
- Organising cleaning or decorating -general arrangement fee as noted above (charge not applicable for managed services)
- Follow up right to rent checks - £60 for rent collection and tenant find (included for our managed services)
- Defend a rent tribunal - £60 for our managed and rent collection services (not generally available for let only)
- Project management for invoices between £1000 - £3000 will be charged at 12% of the total invoice for managed services. All other services will be negotiated separately.
- Printed copies of documentation will incur a fee of 12p per copy sheet (minimum fee £30) all services
- Printed monthly statements are charged at £10 + postage – all services
- Redirected mail will be charged at cost plus an arrangement fee of £12 per package. (all services)
- Insurance claim handling – arrangement fee of £60 + a sum equivalent to 12% (managed services only)
- Non Resident Landlord – an annual fee of £90 will be charged per tax year to cover the Agent’s costs for reporting to HMRC – all services
- Cancellation Fee: £120 to cover agent’s cost in transferring deposit and file – all services
- Landlord not proceeding – a fee of no more than the set up fee and inventory fee shown above
- Sale of property to a tenant – 1.2% of the sale price including fixtures and fittings – all services