

SCHEDULE 1 – LANDLORD FEES

Please note that all percentages are expressed as a percentage of the monthly rental achieved
All commission, fees, expenses and other charges are subject to VAT at the prevailing rate

THE ESSENTIALS TENANCY MANAGEMENT SERVICE (FM)

Monthly Fee (% of the monthly rent) 15% inc. VAT (12.5%+VAT)
This service includes collecting the monthly rent, regular property inspections, dealing with all maintenance issues reported by the tenant, holding keys during the tenancy, chasing of any late payments from tenants, arranging access to online Landlord portal to access statements, rent reviews, and handling of the Checkout.

Rent and Legal Protection Insurance Price On Request
Covers legal expenses up to £100,000 should a tenant need to be evicted, rent protection for lost rent if the tenant defaults up to a maximum of £100,000 or up to 12 months, vacant property cover up to 75% of the monthly rent paid for up to 2 months after eviction, no excess to pay. If the tenants vacate before the end of the fixed term, the Landlord will be liable for the remaining months to cover the length of the policy. **Please ask for more info if required.**

Set Up Fee for New Tenancy £240 inc. VAT (£200+VAT)
This fee covers finding a tenant and agreeing the market rent, erecting a board, advertising the property on our online portals, marketing, carry out accompanied viewings, referencing all prospective tenants and lease/documentation preparation.

Inventory/Checkout Report Fee £150 inc. VAT (£125 + VAT)
A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee is per report/inspection.

Deposit Registration Fee £72 inc. VAT (£60 + VAT)
All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Kent Residential is DPS.

Gas Safety Certificate £90 inc. VAT (£75 + VAT)
All properties must have a valid gas safety certificate to before a tenancy commences and the property must be tested annually by law. This fee is associated with our regulator gas engineer – fee may vary dependant on the contractor.

Electrical Safety Check Price On Request
It is the Landlord's responsibility to ensure that the electrical installation and appliances provided by the landlord are safe when the tenancy begins and are in proper working order throughout the tenancy.

Energy Performance Certificate Price On Request
It shows how efficiently a home uses energy, the cost of running a home and recommendations of how to improve the energy efficiency of the property. It is required by law to be provided to tenants. They last for 10 years.

Quarterly Submission of non-resident Landlords to HMRC £48 inc. VAT (£40 + VAT)

Annual Submission of non-resident Landlords to HMRC £72 inc. VAT (£60 + VAT)

Annual Income & Expenditure Report £72 inc. VAT (£60 + VAT)

[Copy of Statements \(monthly or per request\)](#) £30 inc. VAT (£25 + VAT)
Landlords will have access to their own online portal but if they request statements by email/post this is the charge

[Handling Insurance Claims/DPS Dispute Claims](#) £108 inc. VAT (£90+ VAT)
Following the checkout, if any proposed deductions from the security deposit are disputed by the tenant, this covers compiling of the relevant documentation to support the Landlords claim. Also, to deal with any general insurance claims during the tenancy.

[Lease Renewal Fee](#) £150 inc. VAT (£125 + VAT)
If both parties agree that the tenant can stay for another term, this fee covers the contract negotiations, amending & updating the terms & conditions and arranging the signing of the lease.

[Legal Notices](#) £96 inc. VAT (£80 + VAT)
Serving a Section 21, Section 8, Section 13, etc.

[Empty Care Service/Visits to Vacant Properties](#) £30 inc. VAT (£25 + VAT)
Other than the routine property visits, viewings or during vacant periods, there will be an additional charge, depending on requirements/circumstances. If we are required to deal with maintenance on vacant periods then this is the charge per issue.

[Court Appearances & Bailiffs Appointment](#) £120 inc. VAT (£100 + VAT)
If we need to represent you in court or attending a bailiffs appointment. If you have legal expenses insurance, our fees may be recoverable under the insurance policy. These fees do not include additional expenses such as parking/travel/accommodation.

[Additional Repairs](#)
Where we manage the property and carry out maintenance repairs that are major works, KR reserves the right to make a commission charge to any contractor instructed. This is to cover arranging works and assessing costs with the contractor(s) for ensuring all works have been carried out in accordance with the specification of the works. Processing payment and retaining any warranty & guarantee. This is invoiced directly to the contractor(s). If you require more than 2 quotes for the maintenance works an additional fee of **£20+VAT is charged (£25inc VAT)**.

[Key Cutting Service](#) £12 inc. VAT (£10 +VAT) + cost of keys
We require at least 2 sets for tenants and a management set to be held in our office.

[Purchases Arrangement Fee](#) £24 inc. VAT (£20 + VAT)
Where we are instructed to purchase items for a property on your behalf, other than as routine maintenance of the property.

[Withdrawal of Property](#) One month's rent + VAT
Where the agent finds an acceptable tenant and the tenant lays down a holding deposit and the Landlord subsequently withdraws the property or rejects the tenant for no valid reason prior to commencement of the tenancy.

[Sale of Property to a Tenant](#) 1%+ VAT Commission

RENT COLLECT SERVICE

[Monthly Fee \(percentage of the monthly rent\)](#) 12% inc. VAT (10%+VAT)
This service includes collecting the monthly rent, holding keys during the tenancy (optional), chasing of any late payments from tenants and arranging the Landlord portal to access statements.

[Rent and Legal Protection Insurance](#) Price On Request
Covers legal expenses up to £100,000 should a tenant need to be evicted, rent protection for lost rent if the tenant defaults up to a maximum of £100,000 or up to 12 months, vacant property cover up to 75% of the monthly rent paid for up to 2 months after eviction, no excess to pay.

[Set Up Fee for New Tenancy](#) £240 inc. VAT (£200+VAT)
This fee covers finding a tenant & agreeing the market rent, erecting a board, advertising the property on our online portals, marketing, carry out accompanied viewings, referencing all prospective tenants and lease/documentation preparation.

Inventory/Checkout Report Fee

£150 inc. VAT (£125 + VAT)

A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee is per report/inspection.

Post Checkout Negotiations

£96 inc. VAT (£80 + VAT)

If you require KR to negotiate between yourself as the Landlord and the tenant, regarding the deposit and any deductions to come from it, then this is the fee to be charged. Otherwise, we would require a confirmation from both parties in writing to release the deposit. If no agreement can be made then it will go to DPS Dispute.

Deposit Registration Fee

£72 inc. VAT (£60 + VAT)

All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Kent Residential is DPS.

Rent Review Fee

£30 inc. VAT (£25 + VAT)

This is the annual rent review by ourselves. This fee is only incurred when the rent is raised.

Lease Renewal Fee

£150 inc. VAT (£125 + VAT)

If both parties agree that the tenant can stay for another term, this fee covers the contract negotiations, amending & updating the terms & conditions and arranging the signing of the lease.

Legal Notices

£96 inc. VAT (£80 + VAT)

Serving a Section 21, Section 8, Section 13, etc.

Property Inspections

£60 inc. VAT (£50 + VAT)

If you require mid-term inspections to be carried out by KR which consists of a report and photos.

Court Appearances & Bailiffs Appointment

£120 inc. VAT (£100 + VAT)

If we need to represent you in court or attending a bailiff's appointment. If you have legal expenses insurance, our fees may be recoverable under the insurance policy. These fees do not include additional expenses such as parking/travel/accommodation.

LET ONLY SERVICE

Tenant Finding Fee

10% of 12 months rent + VAT upfront

This service includes finding a tenant and proceeding with the professional reference checks. Once the tenant has moved into the property, they will liaise directly with the Landlord regarding rental payments and maintenance issues. This fee is based on the rental income for the length of the first tenancy agreement.

Inventory/Checkout Report Fee

£150 inc. VAT (£125 + VAT)

A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee is per report/inspection.

Deposit Registration Fee

£72 inc. VAT (£60 + VAT)

All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Kent Residential is DPS.

Other services are available and optional listed under our Full Management service

Property Address:

Service Required:

Signed By Landlord/s:

Print Names:

Date: / /