



Landlords Fees & Services

Services

Letting Service

Initial market valuation and inform on current market rent	Guidance on refurbishment/improvements, to achieve the maximum yield
Provide guidance on safety and compliance issues	Carry out accompanied viewings and provide feedback to landlords
Full marketing across portals, social media, our newsletters and erect a board where possible	Pre-qualification of your applicants. <i>Collect basic information to help identify appropriate tenants quickly</i>
Negotiate the terms of the tenancy between the parties and collect a holding deposit	Audit trails tracking receipt of compliance documents
Full independent references (to include a credit check, income check, residential check) verify initial right to rent with independent compliance	Preparation and completion of the tenancy agreement* <i>(Included in the TSU)</i>
Schedule of condition – check in/check out report* <i>(Included in the TSU)</i>	Collect first month's rent and security deposit, issue remittance
Issue prescribed information with regard to payment of deposit & register deposit with the Deposit Protection Scheme DPS*. <i>(Included in the TSU)</i>	Arranging pre-tenancy clean <i>(charges apply)</i>
Advise on HMO Licensing <i>if required</i>	Advise on tax status
	Advise on Section 21 Notice &/or Notice to Quit

LETTING SERVICE ONLY	Excluding VAT	Including VAT
Tenant finding fee	5 Weeks rent	Approximately 6 weeks rent

Rent Collection Service All of the 'Letting services' plus the following

Collect rent from the tenant/s and issue receipt	Provide online access to accounts for the tenant
Issue landlord rent statements and access to accounts online	Chase late payments
Administer tax to HMRC for overseas landlords per quarter. <i>(Small fee applies)</i>	Negotiate renewal of fixed term, signing of tenancy & negotiate rent increases. <i>(charges apply)</i>

RENT COLLECTION SERVICE	Excluding VAT	Including VAT
Tenant Finding Fee	5 Weeks rent	Approximately 6 weeks rent
Rent collection fee pm	5%	5.6%

Full Management Service All of the rent collection services plus the following

Notify utility providers and the local authority of a change of tenant	Carry out two inspections in the first six months, there after two inspections pa. Report to landlord with a written report including photographs.
Check compliance at the start of the tenancy and at renewals	Arrange renewal of safety records
Hold a working float <i>(at request)</i>	Deal with day-to-day routine management and provide an emergency out-of-hour service
Arrange works and maintenance, obtain estimates for works.	Hold property keys
Arrange check-out appointment	Negotiate claims against the deposit <i>(Chargeable)</i>
Prepare dispute claims from Deposit Protection Scheme (DPS) adjudication.	Rent Protection & Legal Expenses Insurance <i>(Chargeable)</i>
Contents and Liability Insurance <i>(Available for tenants upon request)</i>	
Goodlord All Bills Included for tenants. <i>At tenant's request</i>	Landlord Buildings & Contents Insurance <i>(chargeable)</i>

MANAGEMENT SERVICE	Excluding VAT	Including VAT
Tenant finding fee	5 Weeks rent	Approximately 6 weeks rent
Management fee pm	8%	9.6%

Tenancy Start-up fee – all tenancies TSU	Excluding VAT	Including VAT
Includes fees paid to 3 rd party suppliers. Compliance, references, and tenancy agreement (AST) with Goodlord. Right to rent checks. Deposit protection with the DPS. Independent inventory & Check in.	£315 plus VAT	£378

Renewal Service

Includes: Negotiating a rent increase, updated right to rent check, new signed tenancy agreement, new fixed term, updated prescribed information, all correspondence.	£250 plus VAT	£300 incl VAT
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Right to rent check per tenant <small>(incl in TSU)</small>	£30	£36
Tenancy Agreement <small>(incl in TSU)</small>	£300	£360
References <small>up to 2 tenants (incl in TSU)</small>	£50	£60
Check in and Inventory Charges between	£180 - £270	£216 - £324
Deposit registration & Protection <small>(incl in TSU)</small>	£55	£66
Instruction of another agent <small>During our sole agency period with Mark Beaumont, admin fee</small>	£300	£360
Withdrawal from agreed offer <small>having instructed Mark Beaumont to proceed. Admin fee</small>	£600	£720
Tax retention and completion of documentation for HMRC	£65	£78
Administration fee for the provision of NRL gross income and expenditure statement to the HMRC	£30	£36
Provision of a statement showing gross income and expenditure for the year	£75	£90
Negotiations of deductions from deposit <small>(not managed)</small>	£250	£300
Attendance at court/tribunal day/part day	£400	£480
Service of notices Administration fee <small>(including section 21 & Section 8) Where we are not managing agents</small>	£150	£180
Property inspections <small>(non-managed) + Additional property inspections. With report & Photographs.</small>	£90	£108
Wait at a property for landlord appointed contractor following an arranged appointment. Per hour or part	£50	£60
Supervision/arrangement of works. <small>As percentage of net invoiced costs and where invoiced works exceed £1,000</small>	10%	12%
Project manage <small>on behalf of the Client any major works exceeding £500 + VAT. % of net invoice</small>	10%	12%
Pre-let Service <small>Instruct works on your behalf before a tenancy starts to prepare the property for letting (This fee is not charged for properties instructed under our Management Services) % of net invoice</small>	10%	12%
Progressing insurance claims <small>% of claim</small>	10%	12%
Sale of the Property <small>to a tenant or third party. The introduction of a buyer (the tenant or third party), subject to contract, and issue of Sales Memorandum. Payable on completion of sale eventual sale price</small>	1.5%	1.8%
Early Termination Fee <small>Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Mark Beaumont an early determination fee</small>	£500	£600
Management Take Over. <small>Take over the management of your property from another landlord or managing agent. Incl. Negotiating take over, obtaining relevant documents and keys, transfer & registration of the deposit, draw up a new tenancy agreement, ensure documents are in places, gas cert, EPC, inventory. One off inspection highlighting issues and concerns, with written report.</small>	£300	£360
Change of sharers/tenants <small>(non-managed)</small>	£400	£480
Serving section 13	£150	£180
Addendum or Memorandum	£150	£180
Change of sharers/tenants <small>(Managed)</small>	£315	£378

Rent protection	Subject to quotation by third party provider +VAT	
Key cutting administration charge + cost of keys	£25	£30

Compliance

Energy performance certificate EPC. From <small>(Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEEs report)</small>	£75	£90
Gas Safety Certificate GSC From	£99	£118.8
Portable Appliance Testing PAT <small>up 20 appliances</small>	£96	£115.2
Legionella Risk Assessment From	£80	£96
Fire Risk Assessment From	£150	£180