LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Rent collection: **9.6% (inc.VAT)**	**Fully managed:** **13.2% (inc. VAT)**	
Property appraisal & rental assessment	✓	✓	
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	
Advise on refurbishment requirements if needed	✓	✓	
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	
Market the property and advertise on relevant portals	✓	✓	
Carry out accompanied viewings (as appropriate)	✓	✓	
Negotiate offers from prospective tenants	✓	✓	
Make arrangements for inventory reports and tenant check in	✓	✓	
Collect holding deposit, first months rent and tenancy deposit from tenant	✓	✓	
Provide tenant with payment method, collect and remit the monthly rent and provide monthly statement	✓	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓	
Update and advise relevant utility providers & local council of changes of occupiers at the start and end of a tenancy	✓	✓	
Make arrangements & payments for statutory requirements	✓	✓	
Arrange routine repairs and instruct approved contractors (providing quotes when requested)		✓	
Arrange payments of contractors invoices		✓	
Undertake two interim visits per annum and report back to the landlord, notifying of any repairs		✓	
Arrange check out at end of tenancy		✓	
Negotiate end of tenancy deposit deductions		✓	
Make any HMRC deduction and provide tenant with the NRL8	✓	✓	
Hold keys throughout the tenancy term		✓	

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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PRE-TENANCY FEES (ALL SERVICE LEVELS)
Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

Energy Performance Certificate (EPC) £104.00 (inc. VAT) per tenancy
Gas Safety Certificate (LLGSC) £114.00 (inc. VAT) per tenancy per annum (with optional boiler service £172.00 (inc. VAT)
Electrical Installation Condition Report (EICR) from £220.00 (inc. VAT) per tenancy (prices vary dependent on property size)
Legionella Risk Assessment £110.00 (inc. VAT) per tenancy
Installing Smoke alarms and Carbon Monoxide £40.00 (inc. VAT) per unit
Portable Appliance Testing (PAT) £90.00 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £180.00 (inc. VAT) per tenancy. Drafting and arranging the signing of tenancy agreements, guarantor deeds if relevant, service of all statutory documents to the tenant at the start of the tenancy.

Tenant Referencing: £120.00 (inc.VAT) per tenant. Carrying out ID checks, Right-to-Rent checks, financial credit checks, obtaining references from current or previous employers/ landlords and any other relevant information to assess affordability.

Guarantor Fees: £120.00 (inc. VAT) per guarantor. Carrying out checks as above and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (where collected):£60.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees: Inventory & Schedule of Condition report - based on unfurnished, no. of bedrooms, inc. 1 hall, 2 reception rooms, 1 bath/shower room, 1 ensuite, 1 kitchen, 1 shed, 1 garage
Studio or one bedroom: £130.00 (inc.VAT)
Two bedrooms:£162.00 (inc.VAT)
Three bedrooms:£168.00 (inc.VAT)
Four bedrooms: £192.00 (inc.VAT)
Additional rooms £18.00 (inc.VAT)

Accompanied Check-in Fees: Independent inventory clerk attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory report as above.
Studio or one bedroom: £126.00 (inc.VAT)
Two bedrooms:£150.00 (inc.VAT)
Three bedrooms:£157.00 (inc.VAT)
Four bedrooms: £180.00 (inc.VAT)
Additional rooms:£18.00 (inc.VAT)

Landlord Withdrawal Fees (before move-in): £150.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

If you any questions on our fees, please ask a member of staff.

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INDEPENDENT REDRESS:

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DURING TENANCY FEES

Additional Property Visits: £150.00 (inc. 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 Fees: £72.00 (inc. VAT) per tenancy.
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 and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £72.00 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £60.00 (inc. VAT) per check.
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.

Landlord Withdrawal Fees (during tenancy): £180.00 (inc. VAT) 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.

Deposit Registration Fees (tenancy renewal):£60.00 (inc. VAT) per tenancy. Re-register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

END OF TENANCY FEES

Check-out Fees:
Independent inventory clerk attending the property to undertake an updated inventory and schedule of condition based on the original inventory and providing an updated report.

Studio or one bedroom: £126.00 (inc.VAT)
Two bedroom:£150.00 (inc.VAT)
Three bedroom:£157.00 (inc.VAT)
Four bedroom: £180.00 (inc.VAT)
Additional rooms £18.00 (inc.VAT)

Tenancy Dispute Fee: £90.00 (inc. VAT) per tenancy.
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. (Rent Collect Service only)

Fees for the service of Legal Notices (Section 8 or Section 21): £72.00 (inc. VAT) per Notice.

Court Attendance Fees: £200.00 (inc. VAT) per half day.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £24.00 (inc. VAT) quarterly to remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Submission of Rental Income to HMRC: £24.00 (inc. VAT) per annum per tenancy.

Fees for providing an Annual Income and Expenditure Schedule: £60.00 (inc. VAT) per tenancy.

OTHER FEES AND CHARGES

Obtaining more than three contractor quotes: £90.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £120.00 (inc. VAT) per visit.
To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside providing we hold keys and at a frequency agreed with the landlord.

Management Take-over Fees: £180.00 (inc. VAT) per tenancy.
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.

Deposit Transfer Fees: £60.00 (inc. VAT) per deposit.
Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

OTHER FEES AND CHARGES

Arrangement Fees for works over £2,500.00:10% of net cost (inc. VAT). 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. Fully Managed service only.

HOLDING DEPOSIT:

The applicant will be asked to pay one week’s rent as a Holding Deposit. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

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