

# LANDLORD FEES SCHEDULE

## LEVELS OF SERVICE OFFERED:

	Let Only: 8% of annual rent (9.6% inc. VAT)	Rent Collection: 10% of rent (12% inc. VAT)	Fully Managed: 13% of rent (15.6% inc. VAT)
Visit the property, advise on the rent, a marketing strategy and all statutory obligations	✓	✓	✓
Prepare marketing particulars and advertise on the major property websites	✓	✓	✓
Erect a To Let board if requested	✓	✓	✓
Accompany applicants on viewings	✓	✓	✓
Submit offers received and negotiate terms	✓	✓	✓
Reference applicants through a referencing agency	Subject to additional charge	Subject to additional charge	✓
Collect the initial rent and arrange for the deposit to be paid	✓	✓	✓
Notify the utility providers and council tax office of the change of occupancy	✓	✓	✓
Receive the monthly rent and pay to the landlord		✓	✓
Provide quarterly statements		✓	✓
Register the tenancy with the Tenancy Deposit Scheme and issue the relevant paperwork to the tenant			✓
Administer repairs and maintenance			✓
Investigate and advise on issues which arise in relation to the property			✓
Inspect the property every six months			✓
Administer the return of the deposit including any deposit deductions			✓
Serve notice for possession on the tenant if required			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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### REFERENCING

Included within our Management Service. For the Let Only and Rent Collection Services, £78.00 (inc. VAT) per person to take up references for the applicant(s) through a referencing agency. This charge includes our administration fee of £58.86 (inc. VAT). It is only payable if a tenancy is entered into.

### TENANCY AGREEMENT

Prepare tenancy agreement and arrange signing: £110.00 (inc. VAT). This applies to each tenancy (the first and any subsequent renewal). For the Let Only Service, the fee increases to £150.00 (inc. VAT) for any subsequent renewal.

### STATUTORY COMPLIANCE

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 £48.00 (inc. VAT)
- Gas Safety Record £NIL
- Electrical Installation Report £30.00 (inc. VAT)
- Portable Appliance Testing (PAT) £NIL
- Installing Smoke & Carbon Monoxide Alarms £NIL

### INVENTORY & CHECK-IN

This service is provided by an independent inventory clerk. The prices include our administration fee of £30.00 (inc. VAT).

- Studio or One bedroom: £162.00
- Two bedrooms: £174.00
- Three bedrooms: £198.00
- Four bedrooms +: £222.00

### CHECK-OUT & CHECK-IN

This service is provided by an independent inventory clerk. We do not charge an administration fee.

- Studio or One bedroom: £114.00
- Two bedrooms: £120.00
- Three bedrooms: £132.00
- Four bedrooms +: £144.00

**Landlord Withdrawal Fees (before move-in):** £300.00 (inc. VAT) per tenancy. Applicable should the landlord choose to withdraw from the letting once the basic terms of a tenancy have been agreed and we commence the referencing process. To cover our expenses. The landlord will not be responsible for this fee if the references prove unsuitable or the prospective tenant withdraws from the transaction.

**Non-Resident Landlord:** £25.00 (inc. VAT) per quarter to calculate and pay the tax to HMRC, submit an annual return and provide an annual certificate of tax liability in circumstances where the landlord has not been approved to receive the rental income without deduction of tax. This applies to the Management Service only.

**Refurbishment Works:** 7% (inc. VAT) of the total cost of the works to obtain quotations and supervise refurbishment works. This only applies where the total cost exceeds £3,000.00 and is on the costs excluding any VAT charged by the contractor(s).

**Notice for possession:** Included within our Management Service. For our Rent Collection Service, £60.00 (inc. VAT) to serve notice for possession at the end of the fixed term or thereafter under Section 21 of the Housing Act 1988.

**Keys:** £12.00 (inc. VAT) for arranging for keys to be cut. This is in addition to the cost of the keys.

**Attendance at court:** £200.00 (inc. VAT) per day or part thereof. This is by special arrangement.

Please ask a member of staff if you have any questions about our fees.

#### CLIENT MONEY PROTECTION:

[www.rics.org](http://www.rics.org)



#### INDEPENDENT REDRESS:

[www.tpos.co.uk](http://www.tpos.co.uk)

