



# Landlord Fees Schedule

We offer three residential lettings services: 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 accompanied 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 or speak to Emma or Megan for more information. **Our one off set up fee for a managed service 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 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
- Sign legal documents on behalf of the landlord
- 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 (with the Deposit Protection Service)
- Provide tenants with method of rent payment & copies of 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)
- Advise utility suppliers of change of occupier
- Issue tenants with guidance documents to assist with looking after the property (Managed service only)
- Advise utility suppliers of meter readings (where possible)

Accompanied Check in and Third Party Inventory Report Fees

Furnishing	1 Bed	2 Bed	3 bed	4 Bed	5 Bed (standard)	Large 5 or 6+ Bed
Furnished	£98.00	£107.00	£122.00	£137.00	£150.00	POA
Unfurnished	£83.00	£92.00	£107.00	£122.00	£140.00	POA

Accompanied Check Out and Third Party Check Out Report

Furnishing	1 Bed	2 Bed	3 bed	4 Bed	5 Bed (standard)	Large 5 or 6+ Bed
Furnished	£103.00	£109.00	£115.00	£127.00	£139.00	POA
Unfurnished	£97.00	£103.00	£109.00	£115.00	£127.00	POA

### Our Rent Collection monthly fee (7.2% of the monthly rent (min fee £66.00) includes:

- 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 monthly fee 12% of the monthly rent (minimum fee £88.00) 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

## Other general fees and charges (where instructed)

- Additional applicants/guarantors for a tenancy £90 Per application – all services
- Tenancy renewals are charged at £90 – all services
- Arrange & supply an Energy Performance Certificate £90 – all services
- Deposit disputes - £120 fee to deal with deposit disputes- all services
- Redirected mail and overseas calls will be charged at cost- all services
- 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
- Sale of the property to a tenant – 1.2% of the sale price including fixtures and fittings – all services
- Cancellation fee - £90 fee to cover the Agent’s costs in transferring the deposit and file – all services
- Printed monthly statements are charged at £4.20 per statement- all services
- Additional property visits (no report) charged at £42 (Managed service) and £60 Rent Collection and Tenant Find services.
- Gas Safety Record – cost price – plus an arrangement fee of £18 (Managed service) or £30 (Rent Collection /Tenant Find Only services)
- Electrical condition report – cost price - plus an arrangement fee of £18 (Managed service) or £30 (Rent Collection & Tenant Find service)
- Portable appliance testing -cost price - plus an arrangement fee of £18 (Managed Service) and £30 (Rent Collection and Tenant Find services)
- Legionella risk assessment – cost price - plus an arrangement fee of £18 (Managed service) or £30 (Rent Collection and Tenant Find services)
- To deal with a rent review via a section 13 notice a fee of £18 is payable (Managed service) or £90 (Rent Collection and Tenant Find services)
- To serve a section 21 notice a fee of £18 is payable (Managed service) or £90 (Rent Collection & Tenant Find services)
- To serve a section 8 notice a fee of £18 is payable (Managed Service) or £90 (Rent Collection service). This service is not available for our tenant find only clients.
- Landlord not proceeding – a fee of no more than 60% of one month’s rent (Managed & Rent Collection Service) or 72% under our Tenant Find Only service plus inventory charge.
- Insurance claim handling(Managed service only) Arrangement fee of £60 plus a sum equivalent to 12% of the value of the insurance claim.
- Use of a tenancy deposit scheme other than the Deposit Protection Scheme – a fee of £120 will be charged (Rent Collection & Tenant Find services) This is not available to our managed clients)
- Court Attendance Fee - £60 for the first hour and £42 for each hour thereafter (Managed & Rent Collection services only). This is not available for our Tenant Find Only clients.
- Organise cleaning or decorating - An arrangement fee of £30 is applicable (Rent Collection & Tenant Find service) (this is included in our monthly management fee for our managed clients)
- Right to rent checks: Additional/follow up checks for tenants (Rent Collection & Tenant Find services) will be charged at £60 per check (these are included in our managed service)
- Rent collection fee – where rent is collected for a tenant find only client, a fee of 8% of the gross rent will be charged (excluding month one of the tenancy)
- Periodic inspection and report - £90.00 per visit and report (Rent Collection/Tenant Find services). Included in the management fee for Managed service.
- Printed copies of documentation with incur a fee of 12p per copy sheet subject to a minimum fee of £30.00 – all services
- Project management fee (Managed properties only) Where we instruct works with an invoice value of over £1000 a project management fee of 12% of the total invoice value will apply. This service is not available under our Tenant Find or Rent Collection service.

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