

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Find Only: 90% of first month rent (inc. VAT)	OR	Fully Managed 14% of rent (inc. VAT)
Agree the rental value	✓		✓
Provide guidance on compliance with statutory provisions and letting consents	✓		✓
Advise on refurbishment requirements	✓		✓
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)	✓		✓
Find contract holders	✓		✓
Advise on non-resident tax status and HMRC (if relevant)	✓		✓
Collect and remit initial months' rent	✓		✓
Provide contract holders with method of payment	✓		✓
Deduct any pre-occupation contract invoices	✓		✓
Make any HMRC deduction and provide contract holder with NRL8			✓
Advise all relevant utility providers of any changes			✓
Agree collection of any shortfall and payment method			✓
Demand, collect and remit the monthly rent			✓
Arrangement payments for statutory requirements			✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓
Undertake one routine visit per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing two quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the contract term			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-OCCUPATION CONTRACT 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) £NIL (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £NIL (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £NIL (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £NIL (inc. VAT) per tenancy
- Legionella Risk Assessment £NIL (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on or prior to the first day of the tenancy £NIL (inc. VAT) per tenancy
- Handling local authority licensing application (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on or prior to the first day of the tenancy £NIL (inc. VAT) per tenancy

START OF OCCUPATION CONTRACT FEES

Set-up Fees: £180.00 (inc. VAT) per occupation contract for (FULLY MANAGED SERVICE ONLY). Referencing for up to two contract holders (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the Occupation Contract.

Taking Inventory pictures and video of the property in readiness for move in.

Additional Contract Holder Referencing Fees: £NIL (inc. VAT) per contract holder. As Set-up Fees above for additional contract holder.

Guarantor Fees: £NIL (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Occupation Contract).

Permitted Occupier Fees: £NIL (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named contract holder(s) and landlord.

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

Inventory Fees: £ NIL (inc. VAT) Included in set up fees

Landlord Withdrawal Fees (before move-in): £120.00 (inc. VAT) per occupation contract. To cover the costs associated with the marketing, advertising and occupation contract set-up should the landlord withdraw from the occupation contract before it has started.

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

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING OCCUPATION CONTRACT FEES

Additional Property Visits: £30.00 (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: £20.00 (inc. VAT) per occupation contract. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the contract holder(s) to make payment change as appropriate, update the occupation contract and serve a Section 123.

Renewal Fees: £60.00 (inc. VAT) per occupation contract. Contract negotiation, amending and updating terms and arranging for the signing of a further occupation contract.

Right-to-Rent Follow-Up Check: £NIL (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. This does not apply to a Fee Find service.

Landlord Withdrawal Fees (during contract): £60.00 (inc. VAT) per contract. To cover the costs associated with advising the contract holder 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. This does not apply to a Fee Find service.

Arrangement Fees for works over £2000: 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.

END OF OCCUPATION CONTRACT FEES

Check-out Fees: £NIL (inc. VAT) per occupation contract. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Contract Dispute Fee: £120.00 (inc. VAT) per occupation contract.

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.

Fees for the service of issuing Legal Notices:
(Sections: 159, 161, 171, 173, 182, 188, 186, 192 or 194)
£60.00 (inc. VAT) per Notice.

Court Attendance Fees: £120.00 (inc. VAT) per hour.

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FINANCIAL CHARGES

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

Contractor Commission: 10% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £20.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £NIL (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £20.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £2000: 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.

Obtaining more than two contractor quotes: £60.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £20.00 (inc. VAT) per visit.

To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £120.00 (inc. VAT) per occupation contract.

To cover the costs associated with taking over the management of an ongoing occupation contract, 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 contract holder(s).

Deposit Transfer Fees: £20.00 (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.

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