

Landlord Fee Schedule

Levels of Service Offered

	Let Only: 80% of first month's rent, minimum of £780 (inc. VAT)	Rent collection: minimum of 8.4% of monthly rent (inc. VAT)	Fully managed: minimum of 12% of monthly 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	✓	✓	✓
Find tenants	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrange payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum			✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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. All figures quoted below are per tenancy and inclusive of VAT:

• Energy Performance Certificate (EPC)	£90.00-£120.00 dependent on property size
• Gas Safety Certificate (GSR)	£120.00
• Electrical Installation Condition Report (EICR)	£180.00
• Portable Appliance Testing (PAT)	Quote on request
• Legionella Risk Assessment	Quote on request
• Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy	Included as part of the inventory
• Handling local authority licensing application	£180.00

START OF TENANCY FEES

• Set-up Fees: 80% of first months rent. Referencing for up to 2 tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.	Minimum £780.00
• Additional Tenant/Guarantor Referencing	£60.00 per tenant/guarantor
• Deposit Registration Fees (for Let only, included for Fully Managed). 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.	£72.00
• Inventory Fees	£180.00
• Accompanied Check-in Fees. 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 as above.	£60.00
• Landlord Withdrawal Fees (before move-in). To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	As per agreed set up fees

DURING TENANCY FEES

• Additional Property Visits.	Included in management fee
• Rent Review Fees. 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 and serve a Section 13 Notice.	Included in management fee
• Right-to-Rent Follow-Up Check.	Included in management fee
• Landlord Withdrawal Fees (during tenancy).	No charge
• Contract administration for refurb and major repair works.	Included in management fee

END OF TENANCY FEES

• Check-out Fees. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit (for management clients only).	£90.00
• Tenancy Deposit Dispute Fee. 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.	Included in management fee
• Fees for the service of Legal Notices (Section 8).	Included in management fee
• Court Attendance Fees.	£350.00
• Vacant Property Management Fees. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord in accordance with insurance requirements.	£30.00-£50.00 dependent on location

FINANCIAL CHARGES

- Contractor Commission. We do not charge a commission to contractors
- Submission of Non-Resident Landlords receipts to HMRC. To remit and balance the financial Return to HMRC on both a quarterly and annual basis. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC. £100.00 per quarter
- Fees for providing an Annual Income and Expenditure Schedule. £96.00