

# LANDLORD FEES SCHEDULE 2022



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<p><b><u>Rent Collection</u></b></p> <p>9.6% (inclusive of VAT) of Rent</p> <p>(Example of calculation: If rental total amount is £1,000.00 then 9.6% of the rent total will be £96.00 Inclusive of VAT)</p>	<p><b>Upfront Cost £1,000.00 (Inc VAT) For Any Sized Property</b></p> <p><b>Services includes:</b></p> <ul style="list-style-type: none"> <li>• Find suitable Tenants</li> <li>• Rent Guarantee cover (For the First Year)</li> <li>• Registering the Deposit Protection</li> <li>• Tenancy Agreement</li> </ul>
<p><b><u>Management Service</u></b></p> <p>12% (inclusive of VAT) of Rent</p> <p>(Example of calculation: If rental total amount is £1,000.00 then 12% of the rent total will be £120.00 Inclusive of VAT)</p>	<p><b>Upfront Cost £1,200.00 (Inc VAT) For Any Sized Property</b></p> <p><b>Services includes:</b></p> <ul style="list-style-type: none"> <li>• Find suitable Tenants</li> <li>• Rent Guarantee cover (For the First Year)</li> <li>• Registering the Deposit Protection</li> <li>• Tenancy Agreement</li> <li>• Check – in Inventory Report</li> <li>• Property Inspections (2 inspections per annum)</li> </ul>
<p><b><u>Fully Comprehensive Management Service</u></b></p> <p>21% (inclusive of VAT) of Rent</p> <p>(Example of calculation: If rental total amount is £1,000.00 then 21% of the rent total will be £210.00 Inclusive of VAT)</p>	<p><b>No upfront Cost for Any Sized Property</b></p> <p><b>Services includes:</b></p> <ul style="list-style-type: none"> <li>• Find suitable Tenants</li> <li>• Rent Guarantee cover (Inclusive)</li> <li>• Registering the Deposit Protection</li> <li>• Tenancy Agreement</li> <li>• Check – in Inventory Report</li> <li>• Property Inspections (2 inspections per annum)</li> </ul> <p><b>(Minimum term of 12 months applies to all these services)</b></p>

<b><u>Tenant finding Service Only</u></b>	<b><u>Services includes:</u></b>
1 Bed Flat/Studio    £1,000.00 (Inc VAT)	<ul style="list-style-type: none"> <li>• Advertising your property on major portals</li> <li>• Registering the Deposit Protection</li> <li>• Carrying out unlimited viewings</li> <li>• Screening and selecting prospective tenants</li> <li>• Taking up references, credit and right to rent checks</li> <li>• Collection of first advance rental and security deposit</li> <li>• Drawing up assured shorthold tenancy agreement</li> <li>• Issuing supporting legal documents required</li> </ul>
2 Bed Flat/House    £1,200.00 (Inc VAT)	
3 Bed Flat/House    £1,450.00 (Inc VAT)	
4 Bed Flat/House    £1,650.00 (Inc VAT)	
5 Bed House            £1,750.00 (Inc VAT)	

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ADDITIONAL NON-OPTIONAL  
FEES AND CHARGES

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## PRE-TENANCY FEES

<b>Gas Safety Certificate</b>  £108.00 (Inc. VAT)	<b>Energy Performance Certificate (EPC)</b>  £96.00 (Inc. VAT)
<b>Legionella Risk Assessment &amp; Certificate</b>  Please contact office for price list	<b>Electrical Installation Condition Report</b>  Please contact office for price list
<b>Portable Appliance Testing (PAT)</b>  Please contact office for price list	<b>Installing Smoke Alarms</b>  £84.00 each (Inc. VAT)
<b>Registration of Security Deposit</b>  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.  £36.00 (Inc. VAT)	<b>Landlord Withdrawal Fees (Before move-in)</b>  To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.  £120.00 (Inc. VAT)

## Check-in Fees (Accompanied / Unaccompanied):

1 bedroom / Studio	£210.00 (Inc. VAT)
2 bedrooms	£230.00 (Inc. VAT)
3 bedrooms	£250.00 (Inc. VAT)
4 bedrooms	£270.00 (Inc. VAT)
5 bedrooms	£330.00 (Inc. VAT)

- 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.
- Test that all smoke alarms and carbon monoxide detectors are present and in working order.

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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### DURING TENANCIES

<p><b>Additional Inspection Checks &amp; Vacant Property checks</b></p> <p>Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property</p> <p><b>£180.00 (Inc. VAT) per visit</b></p>	<p><b>New Tenancy Agreement &amp; Renewals</b></p> <p>Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.</p> <p><b>£240.00 (Inc. VAT) per tenancy</b></p>
<p><b>Deed of Assignment / Surrender of Tenancy for replacement tenants</b></p> <p>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 tenant(s). This does not apply to a Tenant-Find service.</p> <p><b>£150.00 (Inc. VAT) per tenancy</b></p>	<p><b>Obtaining Estimates &amp; Co-Ordination of Works</b></p> <p>Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.</p> <p><b>Over £300.00 - 12 % of net cost (Inc. VAT)</b> <b>(Example of calculation: If estimate net cost amount is £300.00 then 12% of net cost = £60.00 Inc VAT)</b></p>
<p><b>Rent Guarantee Cover (12 months)</b></p> <p><b>£400.00 (Inc. VAT)</b></p>	<p><b>Referencing for existing Tenancies</b></p> <p><b>£50.00 (Inc. VAT) per Tenant</b> <b>£50.00 (Inc. VAT) per Guarantor</b></p>
<p><b>Check - out Inventory Report</b></p> <p><b>£180.00 (Inc. VAT)</b></p>	<p><b>Serving of Section 21 hand delivered witnessed with photographic evidence</b></p> <p><b>£240.00 (Inc. VAT)</b></p>
<p><b>Court Attendance Fees</b></p> <p><b>£150.00 (Inc. VAT) per hour</b></p>	<p><b>Tenancy Dispute Fee</b></p> <p>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.</p> <p><b>£120.00 (Inc. VAT)</b></p>

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### FINANCIAL CHARGES

#### Commission

<b>Insurance (renewals only)</b>	<b>12.5% inc VAT</b>
<b>Insurance (new business only)</b>	<b>25% inc VAT</b>

#### Submission of Non-Resident Landlord receipt to HMRC

To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**£50.00 (Inc. VAT) quarterly**

#### Additional HMRC Reporting Fees

Responding to any specific queries relation to either the quarterly or annual Return from either the landlord or HMRC

**£100.00 (Inc. VAT)**

### OTHER FEES AND CHARGES

#### Obtaining More than three contractor quotes

Fully Managed service only

**£60.00 (Inc. VAT)**

#### Redirection of mail

**Cost of postage**

#### Management Take-Over Fees

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.

**£300.00 (Inc. VAT)**

#### Deposit Transfer Fees

Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

**£90.00 (Inc. VAT)**