

# FEES TO: LANDLORDS

LEVEL OF SERVICE:

## LETTINGS & RENT COLLECTION 13.2% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service

## FULL MANAGEMENT 19.2% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service
- Check-in and Check-out coordination
- Pre and Post tenancy works
- Key holder facility
- 24hr emergency tenant helpline
- Safety inspection coordination
- Routine maintenance
- Property repairs
- Management inspections
- Arranging payment of outgoing
- Advising of deposit deductions and negotiation

## COMPREHENSIVE MANAGEMENT 20.4% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service
- Check-in and Check-out coordination
- Pre and Post tenancy works
- Key holder facility
- 24hr emergency tenant helpline
- Safety inspection coordination
- Routine maintenance
- Property repairs
- Management inspections
- Arranging payment of outgoing
- Advising of deposit deductions and negotiation
- Rent warranty
- Legal protection

RENEWAL: 13.2% (INC. VAT)

RENEWAL: 19.2% (INC. VAT)

RENEWAL: 20.4% (INC. VAT)

### EXAMPLE BASED ON A 12 MONTH TENANCY

Monthly Rent = £1,000

12 months x £1000 = £12,000

£12,000 x 13.2% = £1,584  
(£1,320 + £264 VAT)

RENEWAL - Continuation of Tenancy:  
£1,584 (£1,320 + £264 VAT)

Monthly Rent = £1,000

12 months x £1000 = £12,000

£12,000 x 19.2% = £2,304  
(£1,920 + £384 VAT)

RENEWAL - Continuation of Tenancy:  
£2,304 (£1,920 + £384 VAT)

Monthly Rent = £1,000

12 months x £1000 = £12,000

£12,000 x 20.4% = £2,448  
(£2,040 + £408 VAT)

RENEWAL - Continuation of Tenancy:  
£2,448 (£2,040 + £408 VAT)



# FEES TO: LANDLORDS

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES:

### PRE-TENANCY FEES (ALL LEVELS OF SERVICE)

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):

£114 (inc. VAT) per tenancy

#### Gas Safety Certificate (GSR):

£108 (inc. VAT) per tenancy

#### Electrical Installation Condition Report (EICR):

£239 (inc. VAT) per tenancy

#### Portable Appliance Testing (PAT):

£114 (inc. VAT) per tenancy

#### Installing Smoke and Carbon Monoxide Alarm:

£120 (inc. VAT) per tenancy

### BEFORE START OF TENANCY

#### Set-up Fee: £300 (inc. VAT) per tenancy

Referencing for one Tenant (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 tenancy agreement.

#### Additional Tenant Referencing: £42 (inc. VAT) per tenant

#### Guarantor: £42 (inc. VAT) per guarantor

Covering credit referencing and preparing a *Deed of Guarantee* (or as part of the *Tenancy Agreement*).

#### Deposit Registration (where collected): £42 (inc. VAT) per tenancy

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.

#### Landlord Withdrawal: £495 (inc. VAT) per tenancy

To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

### INVENTORY

See tables below as cost is dependent on the number of bedrooms and/or size of the property and any outbuildings.

#### Inventory Make:

	Stu/1Bed	2Bed	3Bed	4Bed	5Bed
Furnished	£144	£162	£198	£234	£270
Unfurnished	£132	£150	£186	£222	£258

All prices include VAT

#### Check-In:

	Stu/1Bed	2Bed	3Bed	4Bed	5Bed
Furnished	£126	£144	£180	£222	£258
Unfurnished	£120	£138	£174	£222	£246

All prices include VAT

#### Check-Out:

	Stu/1Bed	2Bed	3Bed	4Bed	5Bed
Furnished	£132	£150	£186	£222	£258
Unfurnished	£126	£144	£180	£216	£252

All prices include VAT

#### Mid-Tenancy Review:

	Stu/1Bed	2Bed	3Bed	4Bed	5Bed
Furnished	£126	£144	£180	£216	£252
Unfurnished	£120	£138	£174	£222	£246

All prices include VAT

### DURING TENANCY

#### Additional Property Visits: £60 (inc. VAT) per hour/part of

Should the landlord request property visits in addition to those within their existing *Terms of Business*, this covers the costs of attending the property.

#### Renewal Administration Fee: £180 (inc. VAT) per tenancy

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.



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## **Right-to-Rent Follow-up Check: £42 (inc. VAT) per check**

Undertaking a repeat check of tenants who are on a time-limited visa at the point of renewal of the tenancy, in accordance with the *Immigration Acts 2014* and *2016*. Notifying the Home Office should an illegal over stayer be identified.

## **Landlord Withdrawal: £1195 (inc. VAT) per tenancy**

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 agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord if applicable. This fee is applicable where the landlord decides to manage all aspects of the tenancy himself, passes the tenancy to a new agent or sells the property to a new owner with tenant in situ.

## **FINANCIAL CHARGES**

### **Interest on Unpaid Commission:**

5% above the Bank of England Base Rate after 14 days from Due Date until paid.

### **Submission of Non-Resident Landlords receipts to HMRC (quarterly): £90 (inc. VAT)**

To remit and balance the financial return to HMRC on

both a quarterly and annual basis.

## **Same-Day Payment: £30 (inc. VAT) per payment**

Should the landlord request a payment faster than the agreed timescales within their existing *Terms of Business*, this covers the costs of providing a same-day payment service.

## **OTHER FEES AND CHARGES**

### **Arrangement for Works over £500: 12% 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 - **Managed** service only.

### **Vacant Property Management: £60 (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.

### **Deposit Transfer: £42 (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.

### **Court Attendance: £60 (inc. VAT) per hour/part of**

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**

**Independent Redress:** We are a member of The Property Ombudsman - [www.tpos.co.uk](http://www.tpos.co.uk).

**Client Money Protection:** We are a member of ARLA Propertymark client money protection scheme – [www.propertymark.co.uk](http://www.propertymark.co.uk).

