

## Landlord Fees Schedule

## Level of service offered:

	<b>Letting &amp; Rent Collection:</b> 12% inc. VAT of the rent (10% + VAT)	<b>Letting &amp; Management:</b> 18% inc. VAT of the rent (15% + VAT)	<b>Property Management only:</b> 9.6% inc. VAT of the rent (8% + VAT)
Appraising Property and agreeing a rental price with you, advising on refurbishment requirements (if applicable)	✓	✓	
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	
Providing professional photographs, floorplans and conducting a 3D Walk through	✓	✓	
Advertising the property on portals	✓	✓	
Arranging and attending viewings with applicants	✓	✓	
Communicating offers received, and negotiating rent and terms	✓	✓	
Conducting references and Right to Rent checks, producing Tenancy documentation and Tenancy Agreements	✓	✓	
Collecting and holding the Deposit and registering the Deposit with the Tenancy Deposit Scheme	✓	✓	✓
Arranging all pre-tenancy checks (relevant safety certificates, EPC, smoke & carbon monoxide detectors etc, professional clean etc)	✓	✓	✓
Collection of Rent, preparation of statements and transferring rent to you	✓	✓	✓
Advise on non-resident tax status (if relevant), and make any HMRC deductions, submit NRL documentation where applicable	✓	✓	✓
Property Management checks (visiting the property and creating a file on all appliances and fittings, in order to manage efficiently)		✓	✓
Transferring bills to the Tenant (s) name(s) including Council Tax but not where the provider requires your direct instruction		✓	✓
Helping you manage your legal responsibilities with regards to the Tenancy		✓	✓
Being on call for you and the Tenant re: day to day management of the Property		✓	✓
Maintaining a Management Float and holding keys throughout the tenancy term		✓	✓
Arranging repairs and maintenance of the Property and conducting 6 monthly property inspections		✓	✓
Arranging the payment of Property outgoings, including service charge and ground rent (if required)		✓	✓
Negotiating a renewal, providing renewal documentation and re-registering the Deposit with the TDS	✓	✓	✓
Serving notices where applicable if Tenancy terminating and organising end of tenancy procedures	✓	✓	✓
Dealing with the Deposit return in accordance with our duties as Stakeholder and if necessary, referring to the Dispute Service		✓	✓

## Landlord Fees Schedule

### Additional non-optional fees and charges

#### Start of tenancy fees

Administration Charge: £360 (inc. VAT) per tenancy. For preparing and negotiating the Terms of the Tenancy Agreement, organising an EPC, electrical checks, cleaning, lodging the Deposit with the TDS, arranging a gas safety certificate, inventory and check in. Any contractor and third party invoices are in addition to our Administration Charge.

#### Tenant Referencing Fees: £0 per 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).

#### Guarantor Fees: £0 per guarantor.

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

#### Company Referencing Fees: £0

**Inventory and check in Fees:** Cost is dependent on the number of bedrooms and/ or size of the property. Please ask us for more details. This cost is for a third party inventory clerk to attend the property to undertake an updated Schedule of Condition based on the original inventory and check in documentation.

**Landlord Withdrawal Fees (before move-in):** £1200(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.

#### During tenancy fees

**Renewal Fees:** £240 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement. Re-registering the deposit with the Tenancy Deposit Scheme.

**Change of Sharer Fee:** £0 per request. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents. Tenant Referencing Fees during the change

**Tenant Referencing Fees during the change of sharer process:** £0 per tenant and guarantor (if required).

**Non-Resident Landlord HMRC submissions:** £0 per annum. To remit and balance the financial return to HMRC. This includes 4 quarterly returns, an annual return, and submission of the NRL6 form.

#### End of tenancy fees

**Check-out Fees:** Cost is dependant on the number of bedrooms and/ or size of the property. Please ask us for more details. This cost is for a third party inventory clerk to attend the property to undertake an updated Schedule of Condition based on the original inventory and check in documentation.

**Tenancy Dispute Fee:** £300 (inc. VAT) per tenancy. 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.

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

Client money protection  
[www.tenancydepositscheme.com](http://www.tenancydepositscheme.com)



The Property Ombudsman  
Approved Redress Scheme

