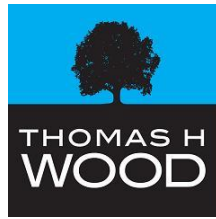


LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED

FROM 1ST SEPTEMBER 2019



Page 1 of 3

Tenant Find

Only:

One months' rent inc. VAT.

Minimum fee £750 inc. VAT.

Tenant Find with Rent Collect:

7.2% Inc. VAT.

Fully Managed:

12% of rent Inc.

VAT

	Tenant Find Only:	Tenant Find with Rent Collect:	Fully Managed:
Agree the rental value	•	•	•
Provide guidance on compliance with statutory provisions and letting consents	•	•	•
Provide advice on recommended upgrading	•	•	•
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)	•	•	•
Source suitable tenants	•	•	•
Advise on non-resident tax status and HMRC (if relevant)	•	•	•
Collect and remit Initial months' rent	•	•	•
Provide tenants with method of payment	•	•	•
Deduct any pre-tenancy invoices	•	•	•
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	•	•	•
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 two routine visits per annum and notify landlord of outcome		•	•
Arrange routine repairs and instruct approved contractors		•	•
Security Deposit dilapidation negotiations			•
Hold keys throughout the tenancy term			•

LANDLORD FEES SCHEDULE



ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES

Arranging and facilitating statutory compliance additional to the costs of the Item itself, if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) - £96 Inc. VAT per tenancy
- Gas Safety Certificate (GSC) £88 per tenancy Inc VAT.
- Electrical Installation Condition Report (EICR) –TBC dependent upon the size of the property (Minimum charge £190 Inc. VAT)
- Portable Appliance Testing (PAT) – dependent upon number of appliances.
- Legionella Risk Assessment £96 Inc. VAT per tenancy
- Smoke Alarms and Carbon Monoxide Alarms Installation – Dependent upon number required.

START OF TENANCY FEES

Arrangement Fees:

- Fully managed 60% Inc. VAT of the first month's rent (minimum fee of £450 Inc. VAT) per tenancy.
- Tenant Find Only - One month's rent Inc. VAT (minimum fee £750 Inc. VAT) per tenancy/contract.

To include, referencing up to two tenants (inclusive of right to rent check, financial credit checks, obtaining references from

current or previous employers/landlords and any other relevant information to assess affordability), contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement/occupational contract.

Additional Tenant/Guarantor/Permitted Occupier Fees: £18 Inc. VAT per additional tenant/guarantor/permitted occupier.

Service inclusive of credit referencing, preparing Deed of Guarantee or including within occupational contract/tenancy agreement. Explaining to any permitted occupier their rights and responsibilities towards the named tenants' landlord.

Inventory Fees: TBC and dependent upon the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-In): £200 Inc vat. per tenancy. Contribution to cover costs associated with marketing, advertising and contract arrangement should the landlord withdraw from the tenancy/contract before contract commencement.

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

CLIENT MONEY PROTECTION:

www.propertymark.co.uk



INDEPENDENT REDRESS:

www.theprs.co.uk



LANDLORD FEES SCHEDULE



ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £36 Inc. VAT per visit. There is a charge should the landlord request property visits for access with third party at the premises.

Renewal Fees: £180 inc. VAT. per tenancy. Contract negotiation, amending and updating terms and arranging the signing of a further contract.

Landlord Withdrawal Fees (during tenancy)/Transfer of Management: £300 inc. VAT per tenancy/contract. 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, where necessary notifying all utility providers and local authority, returning all relevant documents held by the agent to the landlord.

END OF TENANCY FEES

Inventory Check-Out Report: £96 inc. VAT per tenancy/contract.

Tenancy Dispute Fee: £250 inc. VAT) per tenancy. Including the preparation of all evidence and submitting the case to the Deposit Protection Scheme (DPS) in addition to the subsequent correspondence resultant. Strictly for deposits where agent has the tenancy deposit registered in the agent's DPS account.

OTHER FEES

Provision of annual Income and Expenditure accounts: £30 Inc. VAT annually.

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

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