

# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

**Let Only**

### 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:

£30 (inc. VAT) per item per tenancy

- Energy Performance Certificate (EPC)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT)
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide detectors

### START OF TENANCY FEES

Set-up Fees: £ 0 (inc. VAT) per tenancy.

Referencing for up to two tenants (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.

Guarantor Fees: £0 (inc. VAT) per guarantor.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement). Subject to a maximum of two guarantors per tenancy.

Permitted Occupier Fees: £0 (inc. VAT) per permitted occupier. Covers credit referencing and ID checks and explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord. Subject to a maximum of two permitted occupiers.

Additional Tenant / Guarantor / Permitted Occupiers Fees: £42 (inc. VAT) per person, per tenancy (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)

Deposit Registration Fees (where collected):£0 (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.

Inventory Fees: £0 (inc. VAT) per tenancy.

Producing an Inventory and Schedule of Condition report. Additional fees may apply where the property is furnished or part furnished, if there are outbuildings or substantial grounds. This will be priced on a case by case basis.

Accompanied Check-in Fees: £0 (inc. VAT) per tenancy.

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 being provided.

Landlord Withdrawal Fees (before move-in): £360 (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.

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

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

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### INDEPENDENT REDRESS:

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### DURING TENANCY FEES

**Additional Property Visits: £90 (inc. VAT) per visit.**  
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

**Rent Review Fees: £120 (inc. VAT) per tenancy.**  
Review rent in accordance with Landlords instructions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate and serve a Section 13 Notice if the tenancy is on a periodic basis.

**Renewal Fees: £60 (inc. VAT) per tenancy.**  
Amending and updating terms and arranging for the signing of a further tenancy agreement.

**Rent Review and Renewal (Combined) £150 (inc. VAT) per tenancy.** To provide both the services above in the same transaction.

**Variation to the tenancy (at the Landlords request during the tenancy): £100 (inc VAT) per variation, per tenancy.** To cover the costs of amending and updating the tenancy agreement and arranging for the signing of the updated agreement.

### END OF TENANCY FEES

**Accompanied Check-out Appointment Fees: £120 (inc. VAT) per tenancy.** Attending the property on the last day of the tenancy at a time agreed with the tenant, collect the keys, take meter readings and secure the property.

**Check-out Condition Report: £156 (inc. VAT) based on a typical 3 Bedroom Semi-detached house in reasonable condition.** Fees are variable depending on the size and nature of the property.

This is to provide and undertake an updated Schedule of Condition and Check-out report, based on the original inventory. Terms and Conditions apply.

**Tenancy Deposit Deductions Fee: £120 (inc. VAT)**  
Advising the Landlord about any potential deductions that may be made, negotiating with the thenant and advising the relevant deposit scheme.

**Tenancy Dispute Fee: £150 (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, Terms and Conditions apply.

**Fees for the service of Legal Notices (Section 8 or Section 21): £96 (inc. VAT) per Notice.**

**Court Attendance Fees: £228 (inc. VAT) per hour.**

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### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Barclays Bank Base Rate from Due Date until paid.

Contractor Commission: 0% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

HMRC Reporting Fees: £42 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £90 (inc. VAT) annually.

### OTHER FEES AND CHARGES

Vacant Property Management:

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.

Quotation provided on a case by case basis and is dependant on the nature and size of the property along with its location.

Deposit Transfer Fees: £48 (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.

Preparation for Let Management:

Services can be provided to prepare your property for the rental market, this may include cleaning, redecoration, furnishing or refurbishment work. The cost for this is on a case by case basis an individual quotation can be provided following an assessment of your needs. Please contact us for further information.

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