

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 90% of rent (inc. VAT)	Rent collection: 12.6% of rent *** (inc. VAT)	Fully managed: 15% of rent*** (inc. VAT)
Rental Price Assessment & Marketing Advice	✓	✓	✓
Provide guidance on compliance with statutory provisions health and safety regulations and letting consents *	✓	✓	✓
Overseas Landlord Tax Information - Advise on non-resident tax status and HMRC where applicable	✓	✓	✓
Complete marketing package - including National Portals, Social Media , quality photography, floorplans etc..	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find	✓	✓	✓
Tenant referencing and "Right to Rent" checking**	✓	✓	✓
Preparation of tenancy agreement**	✓	✓	✓
Organise Safety Certificates/EPC as required - contractors fees for the works apply	✓	✓	✓
Organise Property Inventory - contractors fee for inventory applies	✓	✓	✓
Tenancy Renewal and annual review assesment**	✓	✓	✓
Deposit Protection Service**	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrears Control and Recovery Advice		✓	✓
Monthly Statements		✓	✓
Property Management and Maintenance Advice			✓
Arrange routine repairs and instruct approved contractors** contractors costs for works apply		✓	✓
Undertake at least 3 property inspections per annum and notify the landlord of the outcome			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term.	✓	✓	✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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:

- Energy Performance Certificate (EPC) £75 - £90 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) From £90 (inc. VAT) per tenancy (depends on number of appliances)
- Electrical Installation Condition Report (EICR) From £180 (inc. VAT) per tenancy (depends on number of appliances)
- Portable Appliance Testing (PAT) price on request.
- Legionella Risk Assessment price on request.
- Installing Smoke alarms and Carbon Monoxide £price on request.
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy, depends on level of service **

START OF TENANCY FEES

Set-up Fees: £300 (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.

Additional Tenant Referencing Fees for HMO and C4 properties : £90 (inc. VAT) per tenant

Deposit Registration Fees (where collected):£120 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date. Included in Fully Managed and Rent & Collect Service.**

Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £600 (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.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £72 (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 current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £108 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Landlord Withdrawal Fees (during tenancy): price on request.
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. This does not apply to a Tenant-Find service.

Arrangement Fees for works 10% of net cost

END OF TENANCY FEES

Check-out Fees: price on request.
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £ Depends on level of service **
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.

Fees for the service of Legal Notices (Section 8 or Section 21): £120(inc. VAT) per Notice.

Court Attendance Fees: £240 (inc VAT) per half day price on request.

Same-Day Payment Fees: £18 (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.

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— LETTINGS —

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

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

Contractor Commission: 10% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC ** quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: price on 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: £36 (inc. VAT) annually.

*We are not qualified to carry out risk assessments

**See terms of business in relation to costs

***HMO Rent and Collect 13.8% - Fully Managed 16.8%

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments £10% 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.

Vacant Property Management Fees: £90 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £150 (inc. VAT) per tenancy. 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.

Deposit Transfer Fees: £120 (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.

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