

## Landlord fees schedule

### Let Only Service

#### Set-Up and Tenant Finding Fee:

**A charge of the equivalent of one month's rent plus VAT (subject to a minimum fee of £540.00 inc VAT ('Set Up Fee) is payable at the Commencement Date by deduction from the first Rental Payment. A Tenant Finding Fee of £180.00 Inc VAT is also payable at the commencement date of the tenancy agreement.**

To Include:

- Agreement of market rent and finding a tenant in accordance with the landlord guidelines.
- Providing guidance on compliance with statutory provisions and letting consents. Advise on any refurbishment required.
- Carry out accompanied viewings (as appropriate).
- Market the property and advertise on relevant portals.
- Erect board outside the property in accordance with Town and Country Planning Act 1990.
- Advise on non-resident tax status and HMRC.
- Referencing (identity, immigration and visa confirmation, 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)
- Arranging the tenancy agreement.

#### Completion of Inventory (if required): £120 (inc VAT)

#### Renewal Fee: £180 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy agreement.

### Fully Managed Service

**Fully Managed Service Setup Fee (Landlord's Share): One months rent +VAT (Subject to a minimum fee of £540.00 Inc VAT)**

To Include:

- Agreeing the market rent and finding a tenant in accordance with landlord guidelines.
- Advising on refurbishment.
- Providing guidance on compliance with statutory provisions and letting consents.

- Carry out accompanied viewings (As appropriate).
- Market the property and advertise on relevant portals
- Erect board outside the property in accordance with Town and Country Planning Act 1990.
- Advise on non-resident tax status and HMRC (if relevant).
- Referencing (identity, immigration and visa confirmation, 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)
- Arranging the tenancy agreement.

#### Monthly Management Fee: 12% of monthly rent (inc VAT)

To Include:

- Collect and remit the monthly rent received.
- Pursue non-payment of rent and provide advice on rent arrears actions.
- Deduct commission and other works.
- Advise all relevant utility providers of changes.
- Undertake two inspection visits per annum and notify the landlord of the outcome.
- Arrange routine repairs and instruct approved contractors (providing two quotes).
- Hold keys throughout the tenancy term.
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant).

#### Renewal Fee: £180 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy agreement.

### HMO Service

**HMO Service Setup Fee (Landlord's Share): One month's rent +VAT (Subject to a minimum fee of £540 inc VAT) Property let as a whole or £300.00 Inc VAT per individual HMO room. Agreeing the market rent and finding a tenant in accordance with landlord guidelines.**

- Advising on refurbishment.
- Providing guidance on compliance with statutory provisions and letting consents.

- Carry out accompanied viewings (As appropriate).
- Market the property and advertise on relevant portals
- Erect board outside the property in accordance with Town and Country Planning Act 1990.
- Advise on non-resident tax status and HMRC (if relevant).
- Referencing (identity, immigration and visa confirmation, 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)
- Arranging the tenancy agreement.

**Monthly Management Fee: 12% of monthly rent (inc VAT)**

To Include:

- Collect and remit the monthly rent received.
- Pursue non-payment of rent and provide advice on rent arrears actions.
- Deduct commission and other works.
- Advise all relevant utility providers of changes.
- Undertake two inspection visits per annum and notify the landlord of the outcome.
- Arrange routine repairs and instruct approved contractors (providing two quotes).
- Hold keys throughout the tenancy term.
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant).

**Renewal Fee: £180 (inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy agreement.

## Additional Management Costs

**Submission of non-resident landlords financial return to HMRC and respond to any specific query relating to the return: £60 (inc VAT)/ quarter.**

**Arrangement fee for works or refurbishments over £300 (inc VAT): 10% of net cost (inc VAT).**

- Arranging access and assessing costs with contractors, ensuring work has been carried out in accordance with the specification of works and retaining any warranty or guarantee as a result of any works).

**Rent Review / Tenancy Agreement Amendment Fee: £50 (inc VAT).**

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis.

**Additional non-optional fees and Charges (Irrespective of level of service)**

**Security Deposit Management Fee: £60 (inc VAT)**

- 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 start of tenancy.
- Negotiate with landlord and tenant any disbursement of the security deposit.
- Arrange for the return of the deposit as agreed with landlord and tenant to relevant parties.
- Unprotect security deposit.

Deposit Dispute Fee: £120 (inc VAT) per hour/part + expenses

- Refer any disputed amount to scheme for final adjudication.

**Court Attendance/Legal Liason: £120 (inc VAT) per hour/part + expenses**

**Landlord Withdrawal From Offer: £350 (inc VAT).**

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