BREAKDOWN OF FEES – LANDLORDS

A clear guide to the services and charges available to landlords.

LETTINGS SERVICE

- Visiting your property to provide a rental assessment
- Marketing the property
- Conducting viewings with prospective tenants
- Negotiating a tenancy between you and prospective tenants
- Taking a holding deposit to demonstrate both the landlord's and applicant's commitment to enter an agreement, subject to contract and references
- Taking references for tenants and guarantors, as applicable (please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Creating and arranging for the tenancy agreement to be signed by both parties
- Arranging for an inventory and schedule of condition to be created (at your expense)
- Collecting the first instalment of rent from the tenant(s)
- Registering the deposit with a Government-approved deposit scheme, or holding the tenancy deposit where the tenancy is not an assured shorthold agreement
- Accounting to you with a statement for the first instalment of rent paid by the tenant
- Negotiating any renewal of the tenancy at the end of the fixed term or during a periodic agreement (commissions and fees are applicable)
- Doing Right to Rent checks

7% of rent + VAT

RENT COLLECTION

All services in Lettings Service, plus:

- Ensuring all safety paperwork (e.g. Gas Safety Certificate and electrical safety checks) is in place for the commencement of the tenancy. Any safety checks will be at your expense
- Arranging for the tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the tenant to make regular payments in accordance with their tenancy agreement
- Accounting to you throughout the tenancy with a statement of rent paid, invoices paid on your behalf and our fees / commissions

9% of rent + VAT

FULLY MANAGED

All services in Lettings Service and Rent Collection, plus:

- Informing utility providers (gas, electricity and water) and council tax of your new tenant's details, where applicable
- Holding a set of keys for the duration of our agreement
- Property visits every 6 months
- Recording renewal dates for safety records and arranging renewal checks. All safety checks are at your expense
- Arranging repairs and maintenance as required at the property and accounting to you on your statement, up to £250.00 inc. VAT
- Obtaining two estimates for maintenance likely to be over £250.00 inc. VAT
- Liaising with your tenant regarding all matters relating to the tenancy under our Management Service
- Serving a standard notice to end the tenancy at the end of the fixed term or during a periodic tenancy (not for rent arrears or any other breach of the tenancy agreement)
- Arranging a check-out at the property with your tenant (please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Obtaining quotes for work required / identified as dilapidations or for those which are your responsibility
- Informing your tenant and negotiating any potential deductions from the tenancy deposit
- Administering the agreed return of the deposit via the Deposit Protection Service or directly from our client account

12% of rent + VAT

ADDITIONAL FEES & CHARGES

The charges below are shown as stated in the original schedule. Where a service-level charge is not listed, it has not been inferred.

Tenant and Guarantor Referencing Fees

Please note that this fee may be included in your Tenancy Arrangement and Preparation cost if no price is quoted here.

Management Service: **£120 inc. VAT** Rent Collection Service: **£120 inc. VAT** Letting Service: **£120 inc. VAT**

Tenancy Arrangement and Preparation

Includes preparing the tenancy agreement, providing a sample copy to your prospective tenant, taking a holding deposit to show commitment to enter an agreement (subject to contract and references), arranging the tenant's standing order (where applicable), and accounting to you for the first rent paid, less our fees and commission.

Management Service: **£120 inc. VAT** Rent Collection Service: **£120 inc. VAT** Letting Service: **£120 inc. VAT**

Commission for Letting Service after the initial term of the tenancy has expired

SERVICE	CHARGE
Management Service	**12% + VAT**
Rent Collection Service	**7% + VAT after year 1**
Letting Service	**5% + VAT after year 1**

FEE / SERVICE	MANAGEMENT	RENT COLLECTION	LETTING
Waiting at the Property	£60 per hour inc. VAT	—	—
Providing Duplicate Statement(s)	£30 inc. VAT per statement, subject to a minimum charge of £30 inc. VAT	—	—
Dealing with dishonoured cheques or payments from either the tenant or you	£30 inc. VAT	£30 inc. VAT	£30 inc. VAT
Reporting to and making payments to HMRC for overseas landlords without HMRC approval	£120 inc. VAT	£120 inc. VAT	£120 inc. VAT
Additional work undertaken outside the scope of our agreement	£60 inc. VAT	£60 inc. VAT	£60 inc. VAT
Property visits	£60 inc. VAT	£60 inc. VAT	£60 inc. VAT
Arranging refurbishment or building work contracts for works over £1,000	10% of the total net value of the contractor's invoice (labour and materials). Fee is inclusive of VAT.	—	—
Seeking additional estimates for maintenance work over the two provided within our service	£10 inc. VAT	—	—
Assisting Solicitor to serve Section 8	£200 + VAT	£200 + VAT	£200 + VAT
Void Property visits	£60 inc. VAT	£60 inc. VAT	£60 inc. VAT
Key Cutting Services	£12 inc. VAT per key	£12 inc. VAT per key	£12 inc. VAT per key
Float held on account	Approx. £250	—	—
Where a suitable prospective applicant has been found and an application has proceeded, but you refuse their offer	£300 inc. VAT	—	—

Important: *This document is a re-formatting of the supplied fee schedule. Please refer to your agency agreement and the full Schedule of Fees for the applicable terms and any charges not shown here.*