



LANDLORD FEES SCHEDULE

www.andrewnunnassociates.co.uk

LEVELS OF SERVICE OFFERED:

	Tenant Find: 12% of rent (inc. VAT)	Rent collection: 13.2% of rent (inc. VAT)	Fully managed: 19.2% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
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)	✓	✓	✓
Find 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)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Advise all relevant utility providers of any changes			✓
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 quarterly inspections and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



www.andrewnunnassociates.co.uk

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:

- Gas Safety Certificate (GSR) £60 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £360 (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: £60 (inc. VAT) per tenant. As Set-up Fees above for additional tenants
Permitted Occupier Fees: £0 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £30 (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.

Professional Cleaning: £ Price variable dependant on size of property and whether it includes steam cleaning of carpets and/or window coverings. Typically £100-450 (inc. VAT)

Inventory Fees: £ Price variable on the number of bedrooms and/or size of the property and any outbuildings, and whether it is furnished or unfurnished (one off cost). Cost for preparation of the inventory:

- 1 bed UNFURNISHED: £105 (inc. VAT)
- 1 bed FURNISHED: £120 (inc. VAT)
- 2 bed UNFURNISHED: £120 (inc. VAT)
- 2 bed FURNISHED: £132 (inc. VAT)
- 3 bed UNFURNISHED: £162 (inc. VAT)
- 3 bed FURNISHED: £168 (inc. VAT)
- 4 bed UNFURNISHED: £210 (inc. VAT)
- 4 bed FURNISHED: £240 (inc. VAT)
- 5 bed UNFURNISHED: £252 (inc. VAT)
- 5 bed FURNISHED: £300 (inc. VAT)
- 6 bed UNFURNISHED: £294 (inc. VAT)

6 bed FURNISHED: £360 (inc. VAT)
Larger properties are priced on a case by case basis.

Future update of inventory if changes have taken place in between tenancies:

- 1-2 bed UNFURNISHED: £48
- 1-2 bed FURNISHED: £60
- 3-4 bed UNFURNISHED: £72
- 3-4 bed UNFURNISHED: £85

Larger properties are priced on a case by case basis.

Check In Fees: £ Price variable on the number of bedrooms and/or size of the property and any outbuildings. Cost of a check in:

- 1 bed: £105 (inc. VAT)
- 2 bed: £120 (inc. VAT)
- 3 bed: £140 (inc. VAT)
- 4 bed: £165 (inc. VAT)
- 5 bed: £184 (inc. VAT)
- 6 bed: £184 (inc. VAT)

Larger properties are priced on a case by case basis.

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

CLIENT MONEY PROTECTION: **propertymark**
www.propertymark.co.uk

INDEPENDENT REDRESS:
www.tpos.co.uk



LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



www.andrewnunnassociates.co.uk

Landlord Withdrawal Fees (before move-in): up to the sum of one week's rent (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.

DURING TENANCY FEES

Renewal Letting Fees: 9.6% (inc. VAT) of the annual rent per non-managed tenancy. For a managed tenancy the renewal letting fees would be 15.6% (inc. VAT) of the annual rent 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 Admin Fees: £96 (inc. VAT) per tenancy.

Arrangement Fees for repairs on properties we do not manage: £180 (inc. VAT) up to a maximum of £500. If over £500 the fee will be £180 (inc. VAT) plus 12% (inc. VAT) of the net cost. 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. Tenant Find and Rent Collection service only.

Arrangement Fees for total refurbishments on properties we do manage: 6% of net cost (inc. VAT) subject to a minimum fee of £100 (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. Fully Managed service only.

END OF TENANCY FEES

Check Out Fees: £ Price variable on the number of bedrooms and/or size of the property and any outbuildings. Cost of a check out:

- 1 bed: £105 (inc. VAT)
- 2 bed: £120 (inc. VAT)
- 3 bed: £140 (inc. VAT)

4 bed: £165 (inc. VAT)

5 bed: £184 (inc. VAT)

Larger properties are priced on a case by case basis.

Tenancy Dispute Fee: £240 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £100 (inc. VAT) per Notice.

Sales commission should our tenant purchase the property during the tenancy: 1.5% (inc. VAT)

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

CLIENT MONEY PROTECTION: **propertymark**
www.propertymark.co.uk

INDEPENDENT REDRESS:
www.tpos.co.uk



LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



www.andrewnunnassociates.co.uk

FINANCIAL CHARGES

Submission of Non-Resident Landlords receipts to HMRC £120 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £60 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

OTHER FEES AND CHARGES

Management Take-over Fees: £240 (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: £30 (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.

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

CLIENT MONEY PROTECTION: **propertymark**
www.propertymark.co.uk

INDEPENDENT REDRESS:
www.tpos.co.uk

