

# Landlords Schedule Of Charges

Effective 1 July 2019

## Commission

\* Subject to a minimum fee of £1,000

Service	Commission
<b>Tenant Find Service</b>	12%* (10% plus VAT)
<b>Letting &amp; Rent Collection Service</b>	15% (12.5% plus VAT)
<b>Fully Managed Service</b>	18% (15% plus VAT)
<b>Vacant Property Management Service</b>	£240 per month (£200 plus VAT)

## Additional Fees

Service	Fee
Obtaining proof of ownership of <b>Premises</b> from Land Registry	£6 per <b>Premises</b>
Key cutting	Charged at cost, plus an administration fee of £10
<b>Tenant</b> and/or guarantor references	£42 per person
Right to Rent Immigration Act checks	£30 per person
<b>Deposit</b> registration	£48 per annum
Initial standard <b>Tenancy</b> documentation	£240 per <b>Tenancy</b>
Additional bespoke clauses required for <b>Tenancy Agreement</b>	£6 per clause
Documentation for renewing a <b>Tenancy</b>	£180 per renewal
Issuing notice of Statutory Periodic <b>Tenancy</b>	£60 per notice
Cancelling a <b>Tenancy</b> prior to it commencing	£300 per <b>Tenancy</b>
<b>Inventory And Schedule Of Condition</b>	Third party charge, charged at cost
<b>Check In</b>	Third party charge, charged at cost
<b>Check Out</b>	Third party charge, charged at cost
Handle payment of any service charges and/or ground rent on Your behalf	£120 per annum
Change of ownership of <b>Premises</b> set-up	£240 per <b>Premises</b>
Sale of <b>Premises</b> to <b>Tenant</b> or <b>Occupier</b>	1.5% of sale price
Visits to <b>Premises</b> to conduct property inspections	£48 per visit
Obtaining additional quotations for works at <b>Your</b> request	£24 per quotation
Service of Section 13 notice	£72 per notice (included with <b>Fully Managed Service</b> )
Service of Section 21 notice	£72 per notice (included with <b>Fully Managed Service</b> )
Submitting non-resident <b>Landlord</b> returns to HMRC (not applicable if You are registered with HMRCs NRL scheme)	£120 per quarter
Assisting <b>You</b> with <b>TDS</b> adjudication	£100 per hour
Attending court or tribunals	£150 per hour, plus mileage at 40p per mile
Additional copies of <b>Tenancy</b> documents	£10 per document
Large works administration	12% of the total cost of any repair or maintenance works in excess of £1,500
Interest charged on unpaid <b>Commission, Additional Fees,</b> or other money	3% above Bank of England Base Rate per annum, calculated daily

