

## Landlord Fees and Charges

### ALL SERVICE LEVELS

There are various fees and charges associated with the letting of your property and we need to make you aware of these. For further information on the benefits of our various service levels, together with details of other charges (including when they apply), and for a copy of our Terms of Business, please speak with a member of the team.

#### Level of Service Offered and Commission Charges

*(please refer to our Terms of Business for more information on each service level)*

- **Letting Only Service @ 10% exc. VAT** (12% inc. VAT)
- **Rent Collection Service @ 12% exc. VAT** (14.4% inc. VAT)

*n.b These commissions are due on every tenancy renewal*

**Please Note:** Our fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our services are payable in advance at the start of the tenancy for the letting only service based on the agreed term or our fees will be collected as we receive the rent with our rent collection service.

**Minimum Fee:** For the use of our above services there is a minimum fee of £1,200.00 inclusive of VAT, which will be collected irrespective of the break clause or length of tenancy.

#### Other Fees and Charges that might apply when you use our services irrespective of the level of service:

##### Preparation of the Tenancy Agreement - £260.00 exc. VAT (£312.00 inc. VAT)

This includes referencing for up to four tenants (plus guarantor if required) (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.

##### Deposit Registration Fee - £35.00 exc. VAT (£42.00 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 the tenancy start date.

**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 (per tenancy):**

- Energy Performance Certificate (EPC) - £48.00 (inc. VAT)
- Gas Safety Certificate (GSR) - £48.00 (inc. VAT)
- Electrical Installation Condition Report (EICR) - £48.00 (inc. VAT)
- Portable Appliance Testing (PAT) - £48.00 (inc. VAT)
- Legionella Risk Assessment - £48.00 (inc. VAT)
- Installing Smoke alarms and Carbon Monoxide Detectors - £48.00 (inc. VAT)
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of tenancy - £48.00 (inc. VAT)

**Permitted Occupier Fees - £20.00 exc. VAT (£24.00 inc. VAT)**

Per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord. We must check every occupant over 18 has the legal right to rent in the UK.

**Arranging the inventory and check in - £50.00 exc. VAT (£60.00 inc. VAT)**

The cost of the report is paid for by the Landlord.

**Arranging the check out - £50.00 exc. VAT (£60.00 inc. VAT)**

The cost of the report is paid for by the Landlord.

**Arranging pre tenancy cleaning - £50.00 exc. VAT (£60.00 inc. VAT)**

The cost of any cleaning is paid for by the landlord.

**Reporting quarterly to HMRC for non-resident landlords - £100.00 exc. VAT (£120.00 inc. VAT)**

To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional Property Visits - £60.00 exc. VAT (£72.00 inc. VAT)**

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

**Varied Duties - £50.00 exc. VAT (£60.00 inc. VAT) Per Hour**

Fee for any duties which are outside the services described in the Landlord Terms of Business such as but not limited to obtaining consent from Lender or Freeholder or obtaining additional sets of keys.

**Preparation of any subsequent Renewal Tenancy Agreement - £100.00 exc. VAT (£120.00 inc. VAT)**

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Serve notice on behalf of Landlord (Section 21 or Notice to Quit) - £135.00 exc. VAT (£162.00 inc. VAT)**

We use a law firm in this instance to ensure the process is handled in a compliant manor.

**Court or Tribunal – £300.00 exc. VAT (£360.00 inc. VAT) Per day**

To attend court or tribunal on behalf of the landlord plus any reasonable costs and expenses.

**Landlord withdrawal from an Agreed Offer - £500.00 exc. VAT (£600.00 inc. VAT) per tenancy**

To cover the costs associated with finding a tenant and the tenancy set-up administration should the landlord withdraw from the tenancy before it has started.

**Sale of the property to the Tenants - 1.5% exc. VAT (1.8 % inc. VAT)**

These fees are calculated on the final selling price.



We are members of the National Association of Estate Agents (NAEA) and subscribe to their Code of Conduct and we hold **Client Money Protection as supplied and administered by Propertymark. Scheme Ref: C0129411**



We are members of The Property Ombudsman and abide by The Property Ombudsman Code of Practice. (Company Ref: T00247)



The Deposit will be held with the Tenancy Deposit Custodial Scheme (TDS)