

# TENANT FIND & RENT COLLECTION SERVICE

Tenant Find & Rent Collection Service - 9% inc vat (of the annual rent)

- + Agree the rental value
- + Provide guidance on compliance with statutory provisions & letting consents.
- + Erect board outside property in accordance with Town & Country Planning Act 1990
- + Market the property and advertise of relevant property portals
- + Carry out accompanied viewings (as appropriate)
- + Find Tenants
- + Advise on non-resident tax status and HMRC (if relevant)
- + Collect and remit initial month's rent
- + Provide tenants with method of payment
- + Deduct and pre-tenancy invoices
- + Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
- + Advise all relevant utility providers of any changes
- + Agree collection of any shortfall and payment method
- + Demand, collect and remit the monthly rent
- + Arrangement payments for statutory requirements
- + Hold keys throughout the tenancy term

Please also take a look at the additional charges Landlords will be responsible for  
**'Landlord Fee Schedule'**

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INDEPENDENT REDRESS SCHEME  
[www.tpos.co.uk](http://www.tpos.co.uk)

# LANDLORD FEES SCHEDULE

## 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:

- Energy Performance Certificate (EPC)  
£90 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR)  
£95 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR)  
£90 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT)  
£90 (inc. VAT) per tenancy
- Legionella Risk Assessment  
£50 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide  
£20 (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide  
detectors on the first day of the tenancy  
£10 (inc. VAT) per tenancy
- Handling local authority licensing application  
£120 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act  
2018 on the first day of the tenancy  
£30 (inc. VAT) per tenancy

## Start of tenancy fees

Set-up Fees: £180 (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: £30 (inc. VAT)  
per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £30 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £30 (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.

Inventory Fees: Furnished (from) 1 Bed - £156 (inc vat), 2 Bed - £168 (inc vat), 3 Bed - £180 (inc vat), 4 Beds and larger - £240 (inc vat) Unfurnished (from) 1 Bed - £138 (inc vat), 2 Bed - £150 (inc vat), 3 Bed - £162 (inc vat), 4 Beds and larger - £216 (inc vat)

Accompanied Check-in Fees: £50 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £50 (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.

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[www.hughfshaw.com/landlord-fees](http://www.hughfshaw.com/landlord-fees)



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# LANDLORD FEES SCHEDULE

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### During tenancy fees

Additional Property Visits: £30 (inc. VAT) per visit.

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

Rent Review Fees: £30 (inc. VAT) 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 Fees: £50 (inc. VAT) per tenancy.

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

Right-to-Rent Follow-Up Check: £50 (inc. VAT) per check.

Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £50 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

Arrangement Fees for works over £250: 10% of net cost (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: £180 (inc. VAT) per tenancy.

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £100 (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):

£30 (inc. VAT) per Notice.

Court Attendance Fees: £100 (inc. VAT) per hour.