

# LANDLORD FEES SCHEDULE

[www.howeresidential.co.uk](http://www.howeresidential.co.uk)

## LEVELS OF SERVICE OFFERED:

	Tenant Find Only		Full Tenancy Management 14.4% of rent (inc. VAT)
Agree the rental value	✓		✓
Provide guidance on compliance with statutory provisions and letting consents	✓		✓
Advise on refurbishment requirements	✓		✓
Comprehensive marketing to find a suitable tenant	✓		✓
Obtaining tenant references & identity verification	✓		✓
Preparation of contracts and agreements	✓		✓
Advise on non-resident tax status and HMRC (if relevant)	✓		✓
Arranging all pre-tenancy safety checks and certificates	✓		✓
Provide inventory/schedule of condition prior to move-in	✓		✓
Management of move-in, to include signing of paperwork	✓		✓
Receiving first month's rent and deposit	✓		✓
Deduct any pre-tenancy invoices	✓		✓
Registration of deposit with Deposit Protection Service	✓		✓
Transfer of utilities to include; electric, gas, water and council tax	✓		✓
Demand, collect and remit the monthly rent			✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓
Dedicated property management team arranging repairs and maintenance via approved contractors			✓
Undertake two routine visits per annum and provide landlord with report			✓
Hold keys throughout the tenancy term			✓
Tenancy renewal service			✓
Provide check out report and deal with Security Deposit dilapidation negotiations (where required)			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### 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) £84.00 (inc. VAT) per tenancy  
Gas Safety Certificate (GSR) £75.00 (inc. VAT) per tenancy  
Electrical Installation Condition Report (EICR) from £170.00 (inc. VAT) per tenancy  
Installing Smoke alarms and Carbon Monoxide £30(inc. VAT) per item

### START OF TENANCY FEES

Set-up Fees:

Full Tenancy Management £474.00 (inc. VAT) per tenancy.  
Tenant Find Only £594.00 (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. Provision of an Inventory/Schedule of condition.

Additional Tenant/Guarantor Referencing Fees: £36.00 (inc. VAT) per tenant for third and any subsequent tenants or guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Landlord Withdrawal Fees (before move-in): £180.00 (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

Additional Property Visits: £36.00 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £120.00 (inc. VAT) per Notice. (This does not apply to the Full Tenancy Management service.)

Renewal Fees: £120.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement. (This does not apply to the Full Tenancy Management service.)

Landlord Withdrawal Fees (during tenancy): The Landlord may withdraw instructions from the Agent to manage the Tenancy with 4 months written notice. In the event that the Tenant remains in possession of the Property, charges will be payable as if the Agent were then instructed on a Tenant Find Only basis where a fee of £594.00 (inc. VAT) is payable. (This does not apply to the Tenant Find Only service.)

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

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

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### INDEPENDENT REDRESS:

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

