



LANDLORD FEES & CHARGES SCHEDULE

Fees are charged as a % of the total rent due.

Letting fees are payable fully in advance. Management fees are payable monthly based on the monthly rent. VAT is included @ 20%, where applicable

Let Only Service (initial tenancies over 6 months) 7.2%

Advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on portals; erect a board; introduce an applicant; carry out accompanied viewings; collect and remit rent received; register deposit with the TDS, deduct commission; advise on non-payment of rent; make any HMRC deductions due; serve Legal Notices (Section 8 or Section 21).

Renewal Letting Service 6%

Contact parties; advise on rent; negotiate any changes

Renewal fees are due in advance for the length of any renewal, periodic tenancy, extension or holding over of the tenancy.

Managed Service 4.8%

In addition to the Let Only Service, advise utility providers and local authority of changes; carry out routine property inspections twice per annum on request and notify landlord of outcome; arrange routine repairs and renewal of safety records; obtain estimates; re-check tenants right to rent; hold keys; arrange check-out appointment; negotiate any claim against deposit; distribute deposit as agreed between parties; remit landlord dispute to TDS for adjudication.

Pre Let Service (charged as a % of net invoiced works) up to **12.0%** depending on contractor
Instruct works on your behalf before a tenancy starts to prepare the property for letting

Caretaking Service (charged per property visit) **£65.00**

Undertake visual checks on the inside and outside at a frequency mutually agreed with the Landlord.

Additional or Optional Charges (inc VAT)

Energy Performance Certificates (EPC)	£102
Gas Safety Certificates	£102
Installation of smoke alarm and carbon monoxide (per unit)	£ 70
Set Up Fee up to 2 tenants (incl contract, references, Right to Rent checks)	£200
Additional Tenant referencing	£ 60
Guarantor referencing	£ 60
Deposit Protection fee (TDS)	£ 50
Check-In / Check-out	From £ 65
Inventory Report	From £ 70
Additional Property Inspections	£ 65
Rent Review Fee	FREE
Right to Rent follow up checks	FREE



Additional or Optional Charges (inc VAT)

Landlord Withdrawal Fee	£400
Arrangement Fee for Works (fee dependent on contractor, ask for details)	0-12%
Tenancy Dispute Fee (for fully managed property)	FREE
Tenancy Dispute Fee (non-managed property) Charged per hour	£ 50
Service of Legal Notices (managed property)	FREE
Service of Legal Notices (non-managed property)	£ 50
Interest on unpaid commission (% above the Bank of England base rate)	3%
Referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice	up to 12.0%
Submission of non-resident Landlords receipt to HMRC	FREE
Additional HMRC reporting fee	FREE
Annual income and expenditure report	FREE
Supervision of works which exceed £500 as a % of net invoiced cost	12.0%
Obtaining more than two Contractor quotes	£ 50
Management takeover fee	FREE
Deposit Transfer Fee	FREE
Key holding Service (1 set, per annum, non-managed property)	£ 50
Key cutting, per set (excluding cost of keys) - Management service only	£ 20
Renewal of tenancy agreement	£120

PLEASE ASK A MEMBER OF STAFF IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES