



## **LANDLORD FEE SCHEDULE**

### **ADDITIONAL NON-OPTIONAL FEES AND CHARGES**

#### **START OF TENANCY FEES FULLY MANAGED PROPERTY**

FULLY MANGAGEMENT MONTHLY COMMISSION NOT TO BE MORE THAN **10%** (plus VAT) OF MONTHLY RENT.

Set-up Fees £420 to include all referencing including guarantor (ID checks, right to rent check, financial credit checks, obtaining references from current or previous employer/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.

To register Deposit Registration Fee per tenancy. Register landlord and tenant details and protect the security deposit with a government authorised scheme (DPS). Provided the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Provide an inventory for the property before move in. Check in the tenant, confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stopcocks etc and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to the approved inventory above.

Provide a Legionella risk assessment report.

Provide an Annual Income and Expenditure statement.

Checkout-To attend the property to undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit.

DEPOSIT DISPUTE- To carry out 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.

Serve all legal notices

Carry out annual rent review and Administration of paperwork.

Carry out tenancy renewal/periodic.

Carry out property the first property inspection after 3 months and then every four months thereafter. Additional inspections on request of landlord to be charged at £30.00\*.

To collect monthly rent and pass to landlord at earliest opportunity.

Arrange 12 months rent protection policy if required – cost to be confirmed prior to activation.

#### **OTHER FEES AND CHARGES FOR FULLY MANAGED PROPERTIES**

Swearing of signature at solicitors for single deposit claim

£30.00\*

Right to Rent Follow up Check £30.00\*

Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Act 2014 and 2016. Notifying the home office should an illegal overstayer be identified.

To attend court on request of the landlord. £42.00\* per hour.

Management Take Over Fees £180\*

To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under Set-up-Fees above receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Landlord withdrawal fees (during tenancy) £180.00\* 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.

Deposit transfer fee £72\*

Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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 £99\*

Gas Safety Certificate and service – costs varied according to number of appliances in the property

Electrical Installation Condition Certificate As per contractor quotation on number of circuits.

Legionella Risk assessment outside of move in £60.00\*

Installing of new smoke alarms/carbon monoxide alarm as per quote of contractor

Handling local authority licensing application £60\* per tenancy.

- All prices quoted include VAT @ 20%

## **TENANT FIND ONLY**

FEE EQUAL TO ONE MONTHS RENT INCLUDING VAT.

Including all referencing including guarantor (ID checks, right to rent check, financial credit checks, obtaining references from current or previous employer/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.

To register Deposit Registration Fee per tenancy. Register landlord and tenant details and protect the security deposit with a government authorised scheme (DPS). Provided the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Provide an inventory for the property before move in. Accompanied tenant Check in the tenant, confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stopcocks etc and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to the approved inventory above.

Provide an Annual Income and Expenditure statement.

To attend the property to undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit.

DEPOSIT DISPUTE- To carry out 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 for the sum of £150.00\*.

### **Management Take Over Fees £180\***

To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under Set-up-Fees above receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

### **Deposit transfer fee £75\***

Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

## **OTHER FEES AND CHARGES**

Inspect the property on behalf of landlord £30\*

Swearing of signature at solicitors for single deposit claim £30.00\*

Right to Rent Follow up Check £30.00\*

Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Act 2014 and 2016. Notifying the home office should an illegal overstayer be identified.

To attend court on request of the landlord. £42.00 per hour.

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 £99.00

Gas Safety Certificate and service - costs varied according to number of appliances in the property

Electrical Installation Condition Certificate As per contractor quotation on number of circuits.

Legionella Risk assessment outside of move in £60.00\*

Installing of new smoke alarms/carbon monoxide alarm as per quote of contractor

Handling local authority licensing application £60\* per tenancy.

- All prices quoted include VAT @ 20%