

# FEES TO: LANDLORDS

NEW ASSURED SHORTHOLD TENANCIES (SIGNED ON OR AFTER 1 JUNE 2019):

## PRE-TENANCY FEES (ALL LEVELS OF SERVICE)

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):

£114 (inc. VAT) per tenancy

### Gas Safety Certificate (GSR):

£108 (inc. VAT) per tenancy

### Electrical Installation Condition Report (EICR):

£238.80 (inc. VAT) per tenancy

### Portable Appliance Testing (PAT):

£114 (inc. VAT) per tenancy

### Installing Smoke and Carbon Monoxide Alarm:

£120 (inc. VAT) per tenancy

## BEFORE START OF TENANCY

### Set-up Fee: £300 (inc. VAT) per tenancy

Referencing for one Tenant (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: £42 (inc. VAT) per tenant

As Set-up Fees above for additional tenants

### Guarantor: £42 (inc. VAT) per guarantor

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

### Deposit Registration (where collected): £42 (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:

See attached Schedule. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

### Landlord Withdrawal: £300 (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

### Additional Property Visits: £60 (inc. VAT) per hour

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

### Renewal: £180 (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: £42 (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 over stayer be identified. This does not apply to a Tenant-Find service.

### Landlord Withdrawal: £300 (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.



# FEEES TO: LANDLORDS

**Arrangement for works over £500: 12% of NET Cost (inc. VAT)**

Arranging access and assessing the costs with any **FINANCIAL CHARGES**

**Interest on Unpaid Commission:**

5% above the Bank of England Base Rate after 14 days from Due Date until paid.

**Contractor Commission: 12% of contractors invoice (inc. VAT)**

To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

**Submission of Non-Resident Landlords receipts to HMRC (quarterly): £90 (inc. VAT)**

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

**Providing an Annual Income and Expenditure Schedule (annually): £60 (inc. VAT)**

**Same-Day Payment: £30 (inc. VAT) per payment**

Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Managed service only. **OTHER FEES AND CHARGES**

**Arrangement for Refurbishments over £500: 12% 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.

**Vacant Property Management: £60 (inc. VAT) per visit**

To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

**Management take-over: £300 (inc. VAT) per tenancy**

To cover the costs associated with taking over the management of an on-going 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: £42 (inc. VAT) per deposit**

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

**Court Attendance: £360 (inc. VAT) per day**



# FEES TO: LANDLORDS

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**

**Independent Redress:** We are a member of The Property Ombudsman - [www.tpos.co.uk](http://www.tpos.co.uk).

**Client Money Protection:** We are a member of ARLA Propertymark client money protection scheme – [www.propertymark.co.uk](http://www.propertymark.co.uk).

TENANCIES SIGNED BEFORE 1 JUNE 2019 (PRE-TENANCY FEE ACT 2019)



LEVEL OF SERVICE:

## LETTINGS & RENT COLLECTION 13.2% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service

## LETTING, RENT COLLECTION & MANAGEMENT 19.2% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service
- Check-in and Check-out coordination
- Pre and Post tenancy works
- Key holder facility
- 24hr emergency tenant helpline
- Safety inspection coordination
- Routine maintenance
- Property repairs
- Management inspections
- Arranging payment of outgoings
- Advising of deposit deductions and negotiation

## LETTING, RENT COLLECTION & COMPREHENSIVE MANAGEMENT 20.4% (INC. VAT)

INCLUDES:

- Professional Photography and comprehensive marketing
- Marketing strategy and advice
- Accompanied property viewings
- Negotiation of tenancy offer
- Tenant reference checks
- Administering and holding deposit
- Collection of rent
- Utility transfer service
- Check-in and Check-out coordination
- Pre and Post tenancy works
- Key holder facility
- 24hr emergency tenant helpline
- Safety inspection coordination
- Routine maintenance
- Property repairs
- Management inspections
- Arranging payment of outgoings
- Advising of deposit deductions and negotiation
- Rent warranty
- Legal protection

RENEWAL: 13.2% (INC. VAT)

RENEWAL: 19.2% (INC. VAT)

RENEWAL: 20.4% (INC. VAT)

# FEES TO: LANDLORDS

## EXAMPLE BASED ON A 12 MONTH TENANCY

Monthly Rent = £1,000  
12 months x £1000 = £12,000  
£12,000 x 13.2% = £1,584  
(£1,320 + £264 VAT)  
RENEWAL - Continuation of Tenancy:  
£1,584 (£1,320 + £264 VAT)

Monthly Rent = £1,000  
12 months x £1000 = £12,000  
£12,000 x 19.2% = £2,304  
(£1,920 + £384VAT)  
RENEWAL - Continuation of Tenancy:  
£2,304 (£1,920+ £384VAT)

Monthly Rent = £1,000  
12 months x £1000 = £12,000  
£12,000 x 20.4% = £2,448  
(£2,040+ £408 VAT)  
RENEWAL - Continuation of Tenancy:  
£2,448 (£2,040 + £408 VAT)

## FEES AND CHARGES

**Tenancy Set-up Fee: £240 (inc. VAT)**

**Renewal Administration: £120 (inc. VAT)**

**Deposit Registration - £42 (inc. VAT)**

## GUIDE TO THIRD PARTY COSTS

**Energy Performance Certificate (EPC): £78 (inc. VAT)**

**Gas Safety Inspection Certificate: £108 (inc. VAT)**

**Smoke/CO Detector Fitting:**

- **1 alarm: £70 (inc. VAT)**
- **Additional alarms: £40 (inc. VAT)**

**Electrical Safety Certificate (EIRC): £238.80 (inc. VAT)**

\*updated at 25/02/2016

## INVENTORY

**Inventory Make:**

	1Bed	2Bed	3Bed	4Bed	5Bed
<b>Furnished</b>	£144	£162	£198	£234	£270
<b>Unfurnished</b>	£132	£150	£186	£222	£258

All prices include VAT

**Inventory Check-Out:**

	1Bed	2Bed	3Bed	4Bed	5Bed
<b>Furnished</b>	£132	£150	£186	£222	£258
<b>Unfurnished</b>	£126	£144	£180	£216	£252

All prices include VAT



# FEEES TO: LANDLORDS

## **GUIDE TO COSTS FOR MANAGED/COMPREHENSIVE MANAGED PROPERTIES**

**Management Property Inspection: £78 (inc. VAT)**

**Submission of Non-Resident Landlord Receipts to HMRC (quarterly): £90 (inc. VAT)**

**Arrangement Fee for Refurbishment works over £500: 12% NET costs (inc. VAT)**

**Waiting at Property: £60 (inc. VAT) per hour or part thereof**

**Void Period Management Services: £180 (inc. VAT)**

\*updated at 26/02/2016

## **OTHER COSTS**

**CHAPS same day transfer: £30 (inc. VAT)**

**Court Attendance: £360 (inc. VAT) per day or part of**

