

FEES TO: LANDLORDS

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LEVEL OF SERVICE OFFERED:

TENANT FIND: 60% (Inc VAT)

INCLUDES:

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deductions.

FULLY MANAGED: 12% (Inc VAT)

INCLUDES:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and otherworks
- Advise all relevant utility providers of changes
- Undertake four quarterly property inspections per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes) if required
- Hold keys throughout the tenancy term

ADDITIONAL NON- OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Setup Fee (Landlords Share): 35% Managed

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)

- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)



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ADDITIONAL NON- OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Deposit Registration Fee:

£0 (inc VAT)

- 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 start of tenancy

Additional property visits:

£72 (inc VAT)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Submission of non-resident landlords receipts to HMRC:

£0 (inc VAT)

- To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC

Rent review Fee (Inclusive of Management Fee):

£0 (inc VAT)

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

Renewal Fee (landlords share):

£72 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) (Inclusive of Management Fee):

£0 (inc VAT)

- Agree with tenant check out date and time appointment.
- Negotiate with landlord and tenant any disbursement of the security deposit.
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs/ replacement/costs of any broken or missing items

Accompanied Inventory and Check-in Fee

(inc VAT)

Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services. Checking of smoke alarms and carbon monoxide alarms (if applicable).

- 1 Bedroom - £110 U/F - £122 Furnished
- 2 Bedroom - £122 U/F - £134 Furnished
- 3 Bedroom - £134 U/F - £146 Furnished
- 4 Bedroom - £150 U/F - £180 Furnished
- 5 Bedroom + £165 minimum - £200 Furnished minimum

Check-ins and inventories can also be carried out separately.

EPC Certificate

£118.80 (incl VAT)

It is a legal requirement to have an Energy Performance Certificate prior to a property being marketed.

Landlords Gas Safety Certificate

£115 (incl VAT)

It is a legal requirement to produce a current Landlord Gas Safety Certificate on the start date of a tenancy. Included is a £20 administration fee.

PAT testing – (Up to 3 x appliances)

£50 (incl VAT)

Examination of small electrical appliances and equipment to ensure safe to use. Larger appliances TBC.

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



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THE INDEPENDENT SALES, LETTINGS & LAND AGENTS

FEES TO: TENANTS

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BEFORE YOU MOVE IN:

Set up fee (tenant's share)

£150 (inc VAT) for up to two tenants

Referencing up to two tenants (identity, immigration and visa confirmation, 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 tenancy and agreement.

Additional Tenant Fee

£100 (inc VAT) per tenant

Processing the application, associated paperwork and referencing

Guarantor Fee

£100 (inc VAT) per guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Permitted Occupier Fee

£72 (inc VAT) per permitted occupier

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

Pet Deposit Returnable additional Security Deposit of £400 Property Dependent - £400 Minimum

To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy

DURING YOUR TENANCY:

Amendment Fee

£100 (inc VAT)

Contact negotiation, amending terms and updating your tenancy agreement during your tenancy

Break Your Tenancy Fee

£300 (inc VAT)

Renewal Fee (tenant's share)

£0 (inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

ENDING YOUR TENANCY:

Check out Fee (tenant's share)

£0 (inc VAT)

Attending the property to undertake Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)

Future Landlord Reference Fee

£0 (inc VAT) per reference request

Collating information and preparing a reference for a future landlord or letting agent

OTHER FEES AND CHARGES:

Out of Hours Services: Contractor Dependent (inc VAT) plus any actual costs incurred Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate.

Unpaid Rent / Returned Payments

Interest at 8% above Bank of England

Base Rate from date due

Professional Cleaning (if required) Property Dependent (inc VAT) per hour which will be deducted from the Security Deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy

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