

# Our landlord fees

## Tenant Find

### £699 No VAT to be paid

Includes:

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment
- Erect board outside property in accordance with Town and Country planning regulations 2012
- Carry out accompanied viewings
- Market the property on major portals
- Advise on non-resident tax status and HMRC (if relevant)
- Collect and remit initial months' rent received
- Negotiate offers and obtain references
- Prepare and submit tenancy agreement
- Arrange method of payment with tenant
- Deduct commission and any pre-tenancy invoices
- Make any necessary HMRC deduction

Safe & Legal Checks Including smoke and CO Alarm Testing with synthesised smoke and CO, Legionella Risk Assessment Report, HHSRS-style Inspection and Pre-Tenancy Check: £99

Tenancy renewal fee £160 - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Issue of section 21 notice - £42

Repeat right to rent check - £25

Deposit registration with tenancy deposit scheme £30

**Withdrawal fee of prospective tenancy - £300**

**Instruction of another agent during sole agency - £300**

#### INVENTORY (UNFURNISHED)

Studio /1 Bed £110.00

2 Bed £140.00

3 Bed £170.00

4 Bed £190.00

Please add £100 per inventory for furnished properties.

### Fully Managed

**£400 initial set up plus 10% PCM ongoing**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment
- Erect board outside property in accordance with Town and Country planning regulations 2012
- Carry out accompanied viewings
- Market the property on major portals
- Advise on non-resident tax status and HMRC (if relevant)
- Collect and remit initial months' rent received
- Negotiate offers and obtain references
- Prepare and submit tenancy agreement
- Arrange method of payment with tenant
- Deduct commission and any pre-tenancy invoices
- Make any necessary HMRC deduction
- Collect and remit the monthly rent received

- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Provide the landlord with an online system where they have access to viewings, feedback and offers 24/7 as well as having access to all their important documents and statements.
- Provide the tenants with an online platform where they have access to all of their important documents and can report any issues.

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

### **(Fully managed and Rent collection)**

#### **Deposit registration fee - £30**

Register landlord and tenant details and protect the security deposit with a Government-authorized scheme

Provide the tenant(s) with the deposit certificate and prescribed information within 30 days of start of tenancy

#### **Arrangement Fee for works - 10% net cost**

Arranging access and assessing costs with contractor

Ensuring work has been carried out in accordance with the specification of works

Retaining any warranty or guarantee as a result of any works

#### **Referencing Fee - £25 (up to 5 applicants)**

### **Rent review fee - £120.00**

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 - £65**

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

### **Inventory**

Fee Studio /1 Bed £110.00

2 Bed £140.00

3 Bed £170.00

4 Bed £190.00

Please add £100 per inventory for furnished properties.

### **Additional property visits - £30**

### **Checkout Fee - £100**

- Agree with tenant check out date and time appointment, Instruct inventory provider to attend, Negotiate with landlord and tenant any disbursement of the security deposit, Return deposit as agreed with landlord and tenant relevant parties, Remit any disputed amount to scheme for final adjudication, Unprotect security deposit, Instruct contractors; obtain quotes; organise repairs/replacement/ cost of any broken or missing items.

### **Court attendance - £60.00 per hour**

### **Drawing up an appropriate tenancy Agreement (landlords fee) £180.00**

### **Serving of notice to gain possession - £30**

### **Rent Guarantee & Legal Services – £300-£600 prices may vary.**

- Cover if the worst happens; a tenant defaults on the rent and/or breaches the tenancy agreement. Nil Excess with a total claims limit of £50,000 including the option for a per-property monthly payable policy

**Key cutting - £20 plus cost of keys**

**Extension to periodic tenancy - £25**

**Submission of non-resident landlord receipts to HMRC - £45 quarterly**

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

**Annual tax summary - £45**

**Withdrawal fee of prospective tenancy - £300**

**Withdrawal once tenant is in situ (managed service) – 3 months' notice required plus payment of one month's rent**

**Instruction of another agent during sole agency - £300**

**Submit a case to TDS - £90**

**Rent Guarantee- 3.5% of the monthly rent. This gives you cover if the worst is to happen and your tenant can't pay their rent, you'll receive rent for up to 6 months or vacant possession, whichever comes first.**

**Informal deposit negotiations- £45**

**Take over of managed service from another agent - £300**

**Termination fee – Equal to payment of all management fees owing**

**Tenant evict legal cover - £120 – Per annum**



For rent processing and managed properties either party may bring the contract to an end during the period of the tenancy by giving three months written notice of their intention to do so. If a Landlord on terminating the contract intends to continue letting to the tenant introduced by us then an additional fee equivalent to Five weeks rent will be payable on the receipt of Notice.

