

# LANDLORD FEES

**TENANT FIND SERVICE  
INCLUDING RENT COLLECTION  
5% + VAT  
(6% inc VAT)**

- Professional photography
- Advertising on Rightmove, Zoopla, OnTheMarket
- Accompanied viewings
- Tenant referencing and credit checks
- Right to Rent checks
- Tenancy agreement preparation
- Collection of first month's rent
- Deposit collection and registration (TDS)
- Monthly rent collection (Optional)
- Tenancy renewal negotiation
- Monthly rent statements to landlord (Rent Collection)
- Chasing rent arrears (Rent Collection)
- Make any HMRC deduction and provide tenant with the NRL8 (Rent Collection)

**FULL MANAGEMENT  
SERVICE  
8% + VAT  
(9.6% inc vat)**

**All Services Included  
From Tenant Find Service. Plus Below:**

- Arranging maintenance and repairs
- Ongoing tenant liaison and communication
- Organising safety certificates (EPC, Gas, EICR)
- Property Visits (periodic)
- Serving legal notices (Section 21)
- End of tenancy check-out coordination
- Deposit dispute resolution support
- Annual rent review and valuation advice
- Make any HMRC deduction and provide tenant with the NRL8
- Free Rent guarantee for the first 12 months



# LANDLORD FEES

## ADDITIONAL NON - OPTIONAL FEES AND CHARGES

**PRE-TENANCY FEES (ALL SERVICE LEVELS)** 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)** £75.00 (inc. VAT) per tenancy
- **Gas Safety Certificate** £66.00 (inc. VAT) per tenancy
- **Electrical Installation Condition Report (EICR)** £118.00 (inc. VAT) per tenancy
- **Portable Appliance Testing (PAT)** £72.00 (inc. VAT) per tenancy
- **Legionella Risk Assessment** £90 (inc. VAT) per tenancy
- **Installing Smoke alarms and Carbon Monoxide** £55.00 (inc. VAT) per tenancy

**START OF TENANCY FEES Set-up Fees:** £230.00 (inc. VAT) per tenancy. Referencing for up to two tenants (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 NON - OPTIONAL FEES AND CHARGES

**Guarantor Fees:** £55.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Deposit Registration Fees (where collected):** £60.00 (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 Fees:** See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

**Landlord Withdrawal Fees (before move-in):** £1200.00 (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.



# LANDLORD FEES

## ADDITIONAL NON - OPTIONAL FEES AND CHARGES

### DURING TENANCY FEES

**Additional Property Visits:** £120.00 (inc. VAT) per visit. 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 Fees:** 1% less every 12 month per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Right-to-Rent Follow-Up Check:** £60.00 (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 overstayer be identified. This does not apply to a TenantFind service.

## ADDITIONAL NON - OPTIONAL FEES AND CHARGES

**Landlord Withdrawal Fees (during tenancy):** £240.00 (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. This does not apply to a Tenant-Find service.

**END OF TENANCY FEES Check-out Fees:** See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings. Fees for the service of Legal Notices (Section 21): £180.00 (inc. VAT) per Notice. Court Attendance Fees: £600.00 (inc. VAT) per half day.



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## ADDITIONAL NON – OPTIONAL FEES AND CHARGES

### FINANCIAL CHARGES

**Interest on Unpaid Commission:** 3% above the Bank of England Base Rate 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:** £60.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Fees for providing an Annual Income and Expenditure Schedule:** £30.00 (inc. VAT) annually.

**Same-Day Payment Fees:** £20.00 (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.

**OTHER FEES AND CHARGES Vacant Property Management Fees:** £30.00 (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.