Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 120% of rent (inc. VAT)	Initial set up fee of £500.00 plus 12% of the monthly rent including VAT	Advanced full management 12%(inc. VAT)Initial set up fee of £700.00 plus 12% of the monthly rent including VAT
Agree the rental value & prepare marketing material	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Accompanying viewings with potential Tenants	✓	✓	✓
Obtaining references, credit checks, right to rench checks and affordability checks on potential Tenants	✓	✓	✓
Prepare the tenancy agreement and inventory	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Arranging any repairs during the Tenancy		✓	✓
Providing a 24/7 service for emergency maintenance		✓	✓
Transferring the rent to your account and providing you with statements		✓	✓
Reviewing the rent each year		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake routine visits reguarly and notify the outcome to the landlord		✓	✓
Landlord & tenant have access to App with all tenancy information		✓	✓
Security Deposit dilapidation negotiations		✓	✓
Initial 12 months legal cover for non-payment of rent, Rent recovery scheme including legal cover			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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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) £110.00(inc. VAT) per tenancy
• Installing Smoke alarms and Carbon Monoxide £35.00(inc. VAT) per alarm

START OF TENANCY FEES

Set-up Fees: £500.00(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 Tenant Referencing Fees: Included in set up fee.

Guarantor Fees: Included in set up fee.
Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: Included in set up fee.
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected):£18.00(inc. VAT) per tenancy, per year. 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: Included in set up fee.

Accompanied Check-in Fees: Included in set up fee.
Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

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DURING TENANCY FEES

Additional Property Visits: Included in management fee. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: Included in management fee.
Rent can only be increased once a year and you will not be able to increase the rent in the first year of the tenancy. Subsequently, increases can be made by completing a Form 4A: Landlord's notice proposing a new rent. You must give at least 2 months' notice before the increase starts. The increase must be in line with local market rents.

Changes to Contract Fees: £50.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling tenancies from 1 May 2026.

Landlord Withdrawal Fees (during tenancy): £1 months rent (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.

Arrangement Fees for works over £2500: 10% 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. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: Included in management fee.
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £120.00 (inc. VAT) per tenancy.
The costs associated with 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. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): Included in management fee.

Court Attendance Fees: £200.00 (inc. VAT) per hour.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC Included in management fee. To remit and balance the financial Return to HMRC on both a quarterly and annual basis, where requested.

Fees for providing an Annual Income and Expenditure Schedule: Included in management fee.

OTHER FEES AND CHARGES

N/A

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