

LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED:

RICHARDSON'S

***All fees are inclusive of VAT at the current rate of 20%**

****PCM stands for per calendar month**

	Tenant Find Service: 120% of the first month's rent* (minimum fee- £720.00) *	Fully Managed Service: 14.4% pcm (minimum fee £78.00pcm*).
Rental valuation with comparable report	✓	✓
Provide guidance on compliance with statutory provisions (EICR, Gas Safe, FFHH etc.)	✓	✓
Advise on refurbishment requirements	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓
Advert creation and market the property advertising on property portals	✓	✓
Screen potential tenants with a pre-viewing application	✓	✓
Accompany viewings- greet the viewer at the advertised property ensuring a safe and professional experience is always received.	Tenant find only Landlords should conduct viewings to ensure they are content in managing the prospective tenants.	✓
Find suitable tenants and produce reference report for landlord approval. Checks Include Residential Landlord reference, employment reference, affordability, and credit checks. ID & Right to Rent Checks.	✓	✓
Preparation and Execution of Tenancy Agreement	✓	✓
Receive and remit initial months' rent, deduct any pre-tenancy invoices, and provide tenants with method of payment for future rent payments	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓
Register Tenants deposit under Richardsons registration with the TDS & protect the deposit for the tenancy duration	£42.00*	✓
Key handover on move-in day	X	✓
Sign off smoke alarm and carbon monoxide alarms on the first day of the tenancy (alarms must be checked on the first day if the tenancy and not before). Should Landlords choose to do this check, we must have an email on the first day of the tenancy to confirm the check is complete.	£54.00*	✓
Dedicated Property Manager – your property manager will manage the Landlord, Tenant and property avoiding the need for direct tenant contact from the Landlord.	X	✓
General day to day enquiries from Tenants – recording all communication	X	✓



Preparation and execution of legal notices		✓
Utility Notification		✓
Demand, collect and remit the monthly rent, producing monthly statements and year end HMRC statement		✓
Advise Landlords of updates in regulations and statutory requirements.		✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓
Undertake three routine visits per annum and notify the outcome to the landlord		✓
Arrange routine repairs and instruct approved contractors (providing multiple quotes when necessary)		✓
Hold keys throughout the tenancy term, make available for tenants and contractors when required		✓
Security Deposit dilapidation negotiations		✓
Access via Richardsons to our Property legal line		✓
Right-to-Rent Follow-Up 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.		✓
Attending the property to undertake a Schedule of Condition to negotiate the repayment of the security deposit. Preparation of all evidence and submitting the case to the tenancy deposit scheme and dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.		£150.00
Rent Reviews – yearly reviews of rent to ensure you are obtaining market value for your rental	✓	✓
Visual check of property to confirm compliance with the Home Act 2018	✓	✓
Contract renewal- Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement	£300.00*	£150.00*
Inventory – conducted by an external inventory clerk to ensure any non-bias and protect your deposit as much as possible. Without a valid inventory, you will not be able to claim part, or all the tenant's deposit should you need to.	£150.00*, based on a 2-bedroom property with 1 bathroom, 1 reception room and hall/landing area. Each additional room/area is charged at £18.00*	£150.00* based on a 2-bedroom property with 1 bathroom, 1 reception room and hall/landing area. Each additional room/area is charged at an additional £18.00*

LANDLORD FEES SCHEDULE CONTINUED

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LANDLORD FEES SCHEDULE

RICHARDSOAS

SAFETY CERTIFICATES AND TESTS

***All fees are inclusive of VAT at the current rate of 20%**

Please note that all charges on this page are quoted 'from' this means we cannot guarantee a price as they are charges from external suppliers who may alter their prices from time to time, however we do work closely with our suppliers and don't have reason to believe the prices should change by much if it all. Please feel free to contact your agent to confirm the supplier's price at the time of instruction.

Arranging and facilitating statutory compliance, should the following not provide upon instruction:

- Energy Performance Certificate (EPC) from £120.00*
- Gas Safety Certificate (GSR) from £78.00*
- Electrical Installation Condition Report (EICR) from £75.00*
- Installation of CO alarm and test from £60.00*
- Portable Appliance Testing (PAT) from £75.00*
- Legionella Risk Assessment from £90.00*



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PROPERTY MANAGEMENT- OPTIONAL CHARGES

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Marketing Withdrawal £550.00*.

To cover the costs associated with the tenant find process, marketing, time of agent and tenancy set-up. Applicable should the Landlord withdraw from the market after signing terms with Richardsons. This cost is implemented to avoid private lets between Landlord and Tenant.

Additional Property Inspections: £60.00* per visit.

Should the landlord request property visits in addition to our standard 3 per year.

Service of Section 13: £42.00*

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, issue new tenancy agreement and serve a Section 13 Notice where the increase is on a periodic tenancy agreement.

Property Management handover to new Agent/Landlord: £150.00* (notice can only be given once in a periodic agreement).

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 transferring all relevant documents held by the agent to the landlord.

Property maintenance for works over one month's rent: 24%* of contractors invoice. Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. We generally recommend you arrange these works directly as they will often include warranties which should be in your name.

Vacant Property Management Fees: £78.00*pcm Includes the responsibilities of being the key holder for the duration of the vacant period.

Management Take-over: £240.00* per tenancy. To cover the costs associated with taking over the management of a current tenancy, ensuring all statutory compliance has been undertaken, confirming all steps under "Set-up Fees" above have been taken, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Court Attendance Fees: £120.00* per hour-



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ADDITIONAL NON-OPTIONAL CHARGES

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Interest on Unpaid Commission: 2.4%* above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: From 0-24%* of contractors invoice plus 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* quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis if required to do so.

Additional HMRC Reporting Fees: £60.00* per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Annual Income and Expenditure Schedule: £42.00*
To provide one document with all income and expenses and figure of profit to pass to your accountant or use for your tax return.

Same-Day Payment: £36.00* 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.

Foreign Currency Payment Fees: cost of transaction charged to Richardsons per payment. Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

Deposit Transfer Fees: £36.00* 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.

