



# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction by the landlord or undertaken by the landlord within 2 weeks of instructions:

- Energy Performance Certificate (EPC): £60-90 (inc. VAT) per tenancy (cost depends on size of property)
- Gas Safety Certificate (GSR): £85 (inc. VAT) per tenancy
- Handling local authority licensing application £150 (inc. VAT) per tenancy (NB this does not include the cost of the licence)

### START OF TENANCY FEES (SINGLE LETS ONLY)

**Set-up Fees:** 70% of the first month's rent (inc. VAT). This covers referencing for 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, as well as registering the deposit with a Government-authorized Scheme and providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

**Guarantor Fees:** £30 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Inventory Fees:** Included in the set-up fee (subject to a maximum of 3 bedrooms in the property and no outbuildings).

**Landlord Withdrawal Fees (before move-in):** £150 (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.

### DURING TENANCY FEES (SINGLE LETS ONLY)

**Monthly management commission:** 10% of rent due (inc. VAT). For the avoidance of doubt the management commission is due in full regardless of whether the Tenant pays the rent or not.

**Additional Property Visits for managed properties:** £50 (inc. VAT) per visit. We will carry out inspections every 6 months but should the landlord request additional property visits, this covers the costs of attending the property and completing an inspection form.

**Renewal Fees:** £90 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement if requested by either party and agreed by both parties.



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**Landlord Withdrawal Fees (during first 12 months of tenancy only):** £300 (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.

**Arrangement Fees for works over £1,000:** 10% of 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.

### END OF TENANCY FEES OTHER FEES AND CHARGES

**Check-out Fees:** £50 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

**Court Attendance Fees:** £80 (inc. VAT) per hour.

**Arrangement Fees for refurbishments over £1,000:** 10% of 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.

### FINANCIAL CHARGES

**Submission of Non-Resident Landlords receipts to HMRC:** £75 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:** £75 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

