

Landlord Fees

Client money protection provided by ARLA

Independent redress provided by TPOs

LEVEL OF SERVICES - FEES including VAT

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| Let Only (Tenant Find) | 12% | To include tenancy renewals continuations or extensions, fee payable at the commencement of each term of tenancy |
| Letting + Rent Collection | 14.4% | Payable for the duration of and in accordance with the terms of the Tenancy Agreement. i.e. monthly, quarterly, annually. |
| Letting + Rent Collection + Property Management Services | 18% | Payable for the duration of and in accordance with the terms of the Tenancy Agreement. i.e. monthly, quarterly, annually. |
| Pre-Tenancy, Legal and Set Up for Let Only and Letting + Rent Collection | £270.00 | To verify the offer, process references, collect deposits, prepare Tenancy Agreement. |
| Pre-Tenancy, Legal and Set Up for Letting + Rent Collection + Property Management | £180.00 | To verify the offer, process references, collect deposits, prepare Tenancy Agreement. |

Additional non-optional fees, including VAT

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| Minimum Letting Fee | £600.00 | If applicable, fee payable in full at the commencement of the term of tenancy. |
| Withdrawal by Landlord | Equivalent to one weeks rent + VAT | This fee will be charged in the event the landlord withdraws from an agreed letting after the tenant has been referenced and the terms of the tenancy have been agreed. |
| TDS Deposit Registration | £48.00 | This fee will be charged for registering new tenancy deposits. A further annual fee of £48.00 will apply if then same tenancy subsequently renews, continues, extends |
| DPS Deposit Registration | £48.00 | This fee will be charged for registering new tenancy deposits for Rent Collection & Let Only cases. |
| Arrangement Fee for Works over £1000 | 12% of total 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. |
| Submission of non-resident landlords receipts to HMRC | £150.00 per quarter | 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. |
| Transaction Fee | £6.00 | Quarterly financial administration fee |
| H&S arrangement Fee | £30.00 | Fee payable for arranging furniture, gas and/or electrical inspection/certification. Fitting of smoke and/or carbon monoxide detectors. Legionella risk assessment |

Optional/Non Compulsory Fees for Managed property services, including VAT

If instructed the following additional fees apply for Property Management Services:

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| Landlords Renewal Fee | £108.00 | Contract negotiation, amending and updating terms and arranging a further tenancy and agreement |
| Additional Property Visits | £72.00 | To attend specific requests such as neighbor disputes; more visits are required to monitor the tenancy; or any maintenance linked visit |
| Dealing with insurance claims in excess of £1000 | 12% of the claim | Arranging access for works, assessing costs liaison with loss adjustors and claim linked administration. |
| Works costing £500 - £999 | £72.00 | This fee will be charged for each additional visit to the property to inspect and photograph works at the Landlord(s) request. |
| House Sitting | £60.00 for 1st hour | Thereafter £30.00 per hour. |
| Annual HMRC Summaries | £60.00 | Applicable fee, per property, for producing income and expenditure summaries. |
| Hard copies of Statements | £14.40 plus postage | Applicable fee, per statement, per property. |
| Forwarding Mail | Cost of Postage | Stray mail forwarded to the Agent by the Tenant will be sent on to the Landlord and charged at cost of postage. NOTE: The Agent does not provide a mail collection service |
| Out of Hours Emergency Helpline & Service | £2.40 per month | This service is optional. The Out of Hours service fee is charged half yearly in advance |

Optional/Non Compulsory Fees for Let Only and Rent Collection property services, including VAT

If instructed the following additional fees apply for Let Only and Rent Collection cases:

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| Arrangement Fee for Check Out | £90.00 | Agree check out date and time, instruct inventory provider |
| Prepare Tenancy Renewal Documents | £180.00 | Contract negotiation, amending and updating terms and arranging a further tenancy and agreement |
| Prepare & Serve Notice for Possession | £120.00 | To draw up notice for possession in accordance with the terms of the tenancy agreement |
| Prepare & Administer Claims Against Deposit | £144.00 | Negotiate with landlord and tenant any disbursement of the security deposit |
| Prepare & Administer documents for disputed claims | £180.00 | Remit any disputed issues to Scheme for final adjudication |
| Submission of non-resident landlords receipts to HMRC | £150.00 | 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. |
| Inventory services at <i>Check In /Out</i> Studio/1 bed furnished/unfurnished 2 bed 3 bed 4 bed 5 bed | | At cost. See price range indicator below, charges vary according to property and location £90 - £138 £102 - £150 £114 - £216 £162 - £312 £192 - £354 |

If you have any queries on our fees, please ask a member of staff

Tenants Fees – including VAT

Depending upon your particular circumstances, the following schedule shows the range of fees that may apply prior to moving into a property:

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| Holding Monies (the monies paid to record your interest in the property whilst references are being processed) | Allow for an amount equal to one weeks rent | If references prove satisfactory Holding Monies are set off against the Security/Tenancy Deposit |
| Security/Tenancy Deposit | Allow for a amount equal to five weeks rent | In an AST tenancy the Security/Tenancy deposit will be registered with a government approved scheme |
| Changes to the tenancy agreement | £50.00 | Changes requested after terms agreed and tenancy documentation prepared and issued for signature |

Other fees and costs that may apply during a tenancy, including VAT

Depending upon your particular circumstances, the following schedule shows the range of fees that may apply during a tenancy:

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| Administration fees for late payment of rent, dishonored cheques and bank charges | Interest at 3% above Bank of England Base Rate from due date | |
| Change of occupant | £50.00 | Per tenancy |
| Early tenancy termination/surrender | £50.00 | Per tenancy |
| Failed appointments: eg. inventory services, routine visits or access for works or services | Upto £50.00 costs of contractors invoice | Per appointment |
| Lost keys and replacement locks due to tenants actions | Costs of contractors invoice | Per instance |