



## Landlord Fees (including VAT)

### Level of services offered:

#### FEE INCLUDES

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide advice on refurbishment
- Provide guidance on compliance with statutory provisions and lettings consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on all relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Provide advice on non-resident tax status and HMRC (if relevant)

#### TENANT FIND SERVICE

**120% of first month's rent including VAT**

Includes:

- Find a tenant
- Negotiate tenancy terms
- Carry out full reference checks
- Complete right to rent checks
- Provide tenancy agreement
- Collect and remit initial month's rent and deposit received
- Provide tenant with method of payment
- Register the deposit\*
- Arrange an inventory\*
- Option to include Rent Recovery Plus service (for an additional fee)
- Option to undertake property inspections and notify landlord of the outcome (for an additional fee)

\*Additional fees may apply

#### FULLY MANAGED SERVICE

**90% of first month's rent including VAT +**

**12% of monthly rent including VAT**

Includes:

- Find a tenant
- Negotiate tenancy terms
- Carry out full reference checks
- Complete right to rent checks
- Collect and remit monthly rent received
- Agree collection of any shortfall and payment method
- Make any HMRC deduction and provide tenant with the NRL8 if relevant
- Register the deposit\*
- Arrange an inventory\*
- Provide tenancy agreement
- Pursue non-payment of rent and provide advice on rent arrears actions
- Dealing with maintenance issues and arranging quotes
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake four inspection visits per annum and notify landlord of the outcome
- Rent Recovery Plus service\*



## Additional fees:

**Inventory:** (schedule of condition which is both written and includes photos)

One bed	<b>£138.00 including VAT</b>
Two bed	<b>£150.00 including VAT</b>
Three bed	<b>£162.00 including VAT</b>
Four bed	<b>£174.00 including VAT</b>
Five bed	<b>£186.00 including VAT</b>

**Checkout fee £126.00 including VAT:** (which is both written and includes photos)

**Deposit registration fee £30.00 including VAT:** To register the deposit which is paid by the tenants within a Government authorised scheme and provide the tenant(s) with the deposit certificate and prescribed information within 30 days of the tenancy commencement or annually if renewed. This fee will also be payable should the tenant renew the tenancy agreement

**Renewal of a tenancy agreement £80.00 including VAT:** If a landlord and tenant wish to renew an existing tenancy, we will advise on current marketing conditions and re-negotiate terms including any rent increases and prepare new paperwork and finalise the contracts

**Energy Performance certificate (EPC) £95.00 including VAT:** The Minimum Energy Efficiency Standard (MEES) came into force in England and Wales on 1 April 2018, and applies to private rented residential and non-domestic property and is aimed at encouraging landlords and property owners to improve the energy efficiency of their properties. In order to market a property there must be a current EPC which is an E rating or above. The EPC must be renewed every 10 years

**Gas certificate: £84.00 including VAT:** Gas Safety (Installation and Use) Regulations 1988. All gas appliances as supplied must be safe.

**Inspections for non-managed landlords £66.00 including VAT (fee per inspection):** We will undertake property inspections during the tenancy and notify the landlord of the outcome.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

Redress: This firm is a member of The Property Ombudsman ([www.tpos.co.uk](http://www.tpos.co.uk)).

Client Money Protection: This firm is a member of Client Money Protect – Membership number CMP004440