

# Landlords Guide To Fees

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SERVICE OPTIONS	COST
<b>PREMIUM FULL MANAGEMENT SERVICE (with Rent and Legal Protection**)</b> * Marketing and Full Tenancy Set up as detailed below * Collection and remit of monthly rent, inc monthly statements to Landlord * Co-ordination and arrangement of repair or maintenance via approved contractors, supervising works and settling accounts from rents received * Quarterly property inspections and Reports * Provision of property inventory/schedule of condition * Full Check in/Check out service * Advice on current legal and regulatory compliance * Serving of notices * Safekeeping of keys throughout the tenancy * Security deposit dilapidation negotiations as necessary * Provision of a Rent Legal Guarantee policy (**subject to Terms, Conditions & eligibility)	<b>12.5% of the monthly rent plus VAT (15% including VAT) plus Tenancy Set Up Fee below</b>
<b>STANDARD FULL MANAGEMENT SERVICE</b> * Marketing and Full Tenancy Set up[ as detailed below * Collection and remit of monthly rent, inc monthly statements to Landlord * Co-ordination and arrangement of repair or maintenance via approved contractors, supervising works and settling accounts from rents received * Quarterly property inspections and Reports * Provision of property inventory/schedule of condition * Full Check in/Check out service * Advice on current legal and regulatory compliance * Serving of notices * Safekeeping of keys throughout the tenancy * Security deposit dilapidation negotiations as necessary	<b>10% of the monthly rent plus VAT (12% including VAT) plus Tenancy Set Up Fee below</b>
<b>LETTING AND RENT COLLECTION SERVICE</b> * Marketing and Full Tenancy Set up as detailed below * Collection and remit of monthly rent, inc arrears collection if necessary * Monthly Statements to Landlord * Advice on current legal and regulatory compliance	<b>6% of monthly rent plus VAT (7.2% including VAT) plus Tenancy Set Up Fee below</b>
<b>LETTING ONLY SERVICE</b> * Advertise, market and carry out accompanied viewings to secure a tenant in line with landlord guidelines * Full referencing of tenants and initial Right to Rent Checks * Set up tenancy; drafting and execution of tenancy agreement * Notify utility providers of the transfer of service contracts to the Tenant	<b>75% of the monthly rent plus VAT (90% including VAT)</b>

TENANCY SET UP FEE – (N/A TO LETTINGS ONLY SERVICE)	
* Advertise, market and carry out accompanied viewings to secure a tenant in line with landlord guidelines * Full referencing of Tenants and initial Right to Rent Checks * Set up Tenancy; drafting and execution of tenancy agreement * Arrange Mandatory Safety Checks * Collection and registration of Tenant's Security Deposit with TDS & issue protection certificates * Notify utility providers of the transfer of service contracts to the Tenant	<b>£275.00 plus VAT (£330.00 including VAT)</b>

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ADDITIONAL FEES AND CHARGES	COST
<b>Inventory/Schedule of Condition</b> (included in the Premium and Standard Full Management Service)	<b>£100.00 plus VAT</b> <b>(£120.00 including VAT)</b>
<b>Tenancy Deposit Scheme &amp; Service Fee</b> (included in the Premium, Standard and Rent Collection Service)	<b>£25.00 plus VAT</b> <b>(£30.00 including VAT)</b>
<b>Energy Performance Certificate (EPC)</b>	<b>£95.00 plus VAT</b> <b>(£114.00 including VAT)</b>
<b>Gas Safety Certificate (GSR)</b>	<b>£90.00 plus VAT</b> <b>(£108.00 including VAT)</b>
<b>Electrical Installation Condition Report (EICR)</b> Standard sized 1- 4/5-bedroom properties  5 Bedroom+ properties	<b>From £170.00 to £235.00 plus VAT</b> <b>(£204.00 to £282.00 including VAT)</b>  <b>£TBA/POA</b>
<b>Portable Appliance Testing (PAT)</b> Minimum cost (includes 10 items)  Each Additional item over first 10 and up to 150 items	<b>From £87.00 plus VAT</b> <b>(£104.40 including VAT)</b>  <b>£2.98 plus VAT per additional item</b> <b>(£3.58 including VAT)</b>
<b>Legionella Risk Assessment</b>	<b>TBA dependant on size of property</b>
<b>Guarantor Fees</b> Covering Credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)	<b>£25.00 plus VAT</b> <b>(£30.00 including VAT)</b>
<b>Additional Right to Rent Checks</b>	<b>£15.00 plus VAT</b> <b>(£18.00 including VAT)</b>
<b>Issuing Notice of Seeking Possession/ Legal Notices</b> (included in the Premium and Standard Full Management Service)	<b>£75.00 plus VAT</b> <b>(£90.00 including VAT)</b>
<b>Check Out Fee</b> (included in the Premium and Full Management Service)	<b>£75.00 plus VAT</b> <b>(£90.00 including VAT)</b>
<b>Tax retention and completion of HMRC documentation</b>	<b>£25.00 plus VAT per quarter</b> <b>(£30.00 including VAT) per quarter</b>
<b>Legal Proceedings</b> Where our staff are required to attend court or arbitration hearings.	<b>£75.00 including VAT per hour</b>
<b>Landlord Withdrawal Fee/Minimum Fee</b> Payable if the landlord withdraws prior to the commencement of the tenancy and successful referencing has been completed or the landlord withdraws mid-tenancy to recover the costs and expenses incurred before any new tenancy or associated costs with returning all documents to the landlord or new Agent and advising utility providers as necessary.	<b>£275.00 plus VAT</b> <b>(£330.00 including VAT)</b>