

# LANDLORD FEES SCHEDULE

## LEVELS OF SERVICE OFFERED

**Let Only (including rent collection):** 13.2% of rent (inc. VAT)

**Full Management:** 20.4% of rent (inc.VAT)

**Management Only:** 7.2% of rent (inc.VAT)

**Short Lets:** 21.6% of rent (inc. VAT)

**Managed Short Lets:** 30% of rent (inc. VAT)

**Deposit Registration Fee:** £30 (inc.VAT)

CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

INDEPENDENT REDRESS:

[www.\[tpos/theprs\].co.uk](http://www.[tpos/theprs].co.uk)

propertymark



## START OF TENANCY FEES

**Set-up Fees:** £200 (inc. VAT) per tenancy.

Referencing for up to two 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.

**Deposit Registration Fees (where collected):**

£30 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme.

Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

**Inventory Fees:** Approximately £240 (inc.VAT)

dependant on supplier and the number of bedrooms and/or size of the property and any outbuildings.

**Landlord Withdrawal Fees (before move-in):**

£600 (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

**Renewal Fees:** 8.4% of the rent (inc.VAT)

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement where possible.

**Deposit Registration Fees (where collected):** £30 (inc.VAT) per renewal.

**Arrangement Fees for works over £2000:** 10% of net cost (inc. VAT) subject to a minimum fee of £250 (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. Full Management service only.

## END OF TENANCY FEES

**Exit Inventory Fees:** Approximately £240 (inc.VAT) dependant on supplier and the number of bedrooms and/or size of the property and any outbuildings.

**Preparation of documentation for County Court proceedings or TDS Adjudication:** £200 (inc.VAT).

**Court Attendance Fees:** £30 (inc. VAT) per hour plus any reasonable costs and expenses.

## FINANCIAL CHARGES

**Submission of Non-Resident Landlords receipts to HMRC:** £40 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:** £40 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

**Fees for providing an Annual Income and Expenditure Schedule:** £150 (inc. VAT) annually.

**Same-Day Payment Fees:** £15 (inc. VAT) 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.

**Duplicate Statements:** £15 (inc.VAT) per statement.

## OTHER FEES AND CHARGES

**Arrangement Fees for refurbishments** 12 % of net 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. Full Management service only.

**Vacant Property Management Fees:** £30 (inc. VAT) per visit.

To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

**Instructing Contractors during void periods or if we do not manage the property:** £60 (inc.VAT) plus cost of works.

**Management Take-over Fees:** £200 (inc. VAT) per tenancy.

To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

**Deposit Transfer Fees:** £30 (inc. VAT) 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.