

# LANDLORD FEES SCHEDULE

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## LEVELS OF SERVICE OFFERED:

	Tenant Find & Let Only: 50% of 1st months rent . Minimum £450.00 (inc. VAT)	Rent collection: 10% of rent (inc. VAT)	Fully managed: 12% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Tenant Referencing (for up to two tenants)	✓	✓	✓
Preparation and Execution of the tenancy agreement	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Checking the tenant into the property	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Notify council tax and water supplier of change in Tenancy	✓	✓	✓
Registration of deposit with the Deposit Protection Scheme	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrange payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent		✓	✓

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Undertake mid-term property inspections and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Statutory safety requirement diaries			✓
24/7 point of contact for the tenant			✓
Tenancy Renewals			✓
Serving Legal Notice (e.g. Section 8 or 21)			✓
Checking the tenant out of the property			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓
Releasing Deposit at the end of tenancy			✓

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## ADDITIONAL FEES AND CHARGES

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

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £90.00 (inc. VAT)
- Gas Safety Certificate £78.00 (inc. VAT) per tenancy
- Gas Safety Certificate with boiler service £144.00 (inc. VAT)
- Electrical Installation Condition Report (EICR) £168.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £POA
- Legionella Risk Assessment £60.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £POA
- Handling local authority licensing application £175.00 (inc. VAT) per tenancy
- HMO License Application (excludes the cost of license and any risk assessment or other documentation required to grant the license) £175.00 (inc. VAT)

\*\*All above fees are set by third parties and therefore subject to change

### START OF TENANCY FEES

Additional Tenant Referencing Fees: £25.00 (inc. VAT) per tenant. (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).

Guarantor Fees: £25.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (if scheme other than the DPS): £10.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme.

Inventory/Schedule of Condition Fees: £POA. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £225.00 (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.

Additional Copy of Tenancy Agreement: £30.00 (inc. VAT).

Please ask a member of staff if you have any questions about our fees.

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### INDEPENDENT REDRESS:

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



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## ADDITIONAL FEES AND CHARGES

### DURING TENANCY FEES

Additional Property Visits: £30.00 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £80.00 (inc. VAT) per tenancy. Review rent in accordance with current market conditions and advise the landlord, negotiate with the tenant(s), update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis. (This does not apply to fully managed service)

Tenancy Renewal Fees: £150.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement. (This does not apply to fully managed service)

Right-to-Rent Follow-Up Check: £65.00 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. (This does not apply to fully managed service.)

Landlord Withdrawal Fees (during tenancy): £120.00 (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. (This does not apply to a Tenant-Find service and also excludes any management fees due under the tenancy agreement).

Addendums and Riders Fees (per party): £60.00 (inc. VAT)

### DURING TENANCY FEES (CONT)

Arrangement Fees for non routine maintenance works over 10 % of net cost (inc. VAT). Arranging access for contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Mid-term Property Inspection: £75.00 (inc. VAT). (This does not apply to fully managed service).

### END OF TENANCY FEES

Check-out Fees: £100.00 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory. (This does not apply to fully managed service).

Check-Out and Tenancy Dispute Adjudication Fees: £150.00 (inc. VAT) per tenancy. The costs associated with the preparation of all evidence and submitting the case to the deposit protection scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): £100.00 (inc. VAT) per Notice. (This does not apply to fully managed service).

Court Attendance Fees: £90.00 (inc. VAT) per hour or part thereof.

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## ADDITIONAL FEES AND CHARGES

### FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £75.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £50.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Same-Day Payment Fees: £6.00 (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.

### OTHER FEES AND CHARGES

Arrangement Fees for refurbishments 10% 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.

Obtaining more than three contractor quotes: £12.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £30.00 (inc. VAT) per visit.

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

Management Take-over Fees: £150.00 (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, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

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