



LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: £750 (ex. VAT)	Rent collection: 7% of rent (ex. VAT)	Fully managed: 10% of rent (ex. 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	✓	✓	✓
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)		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Advise all relevant utility providers of any changes			✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL 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 (inc. VAT)
- **Gas Safety Certificate (GSR)** £70 for 1 appliance, £78 for 2 appliances, £88 for 3 or more appliances (inc. VAT)
- **Electrical Installation Condition Report (EICR)** £225 (inc. VAT) for residential properties with 1 fuse board and a maximum of 10 circuits.
- **Portable Appliance Testing (PAT)** £90 for up to 20 appliances (inc. VAT)
- **Legionella Risk Assessment** £100 (inc. VAT)
- **Installing Smoke alarms and Carbon Monoxide** £65 per alarm (inc. VAT)
- **Testing Smoke alarms and Carbon Monoxide detectors** on the first day of the tenancy £35 (inc. VAT)

Deposit Registration Fees (where collected): £20 (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 & Check In Fees (inc. VAT):

Unfurnished

1 bed: £145

2 beds: £155

3 beds: £175

4 beds: £200

Furnished

1 bed: £155

2 beds: £170

3 beds: £190

4 beds: £220

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CLIENT MONEY PROTECTION:

www.propertymark.co.uk

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INDEPENDENT REDRESS:

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



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DURING TENANCY FEES

Arrangement Fees for works over £150 in value. A fee of 10% of net cost (ex. 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. Fully Managed service

Tenancy renewal fee: £180 (inc. VAT)

Renewing or amending an existing tenancy agreement

Service charges: £60 (inc. VAT) per annum.

Receiving and administering the payment of service charges and ground rent invoices on behalf of clients from future receivable rents.

FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

END OF TENANCY FEES

Check-out Fees: £120 (inc. VAT) per tenancy.

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

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