

Landlord Fee Schedule



The Home Cloud Services

Services	Rent Collection	Fully Managed
Demand, collect and remit the monthly rent received	✓	✓
Pursue non-payment of rent and provide advice on rent arrears action	✓	✓
Monthly and annual reporting for income and access to our accounting app with 'Payprop'	✓	✓
Advise all relevant utility providers of changes	✓	✓
Undertake two routine visits per year	✗	✓
Arrange routine repairs and instruct approved contractors	✗	✓
Ensure all compliance documentation is valid, and arrange any necessary appointments	✗	✓
Hold keys throughout the tenancy term	✗	✓
Arrange emergency repairs, 24/7 availability for emergency issues	✗	✓
Booking an independent inventory clerk to undertake a professional check-out	✗	✓
Discuss any deductions from the deposit with landlord and tenant	✗	✓
Book any remedial works needed upon the vacation of the tenant.	✗	✓

Additional Non-Optional Fees & Charges

Pre-Tenancy Fees (All Service Levels)		
Tenancy Set-Up Fees	£300	
Deposit Registration Fee	£25	
Portable Appliance Testing	£90 for up to 20 appliances	
Gas Safety Certificate (GSC)	£120	
Energy Performance Certificate (EPC)	£90	
Legionella Risk Assessment	£120	
Electrical Installation Condition Report (EICR)	Property Size	Our Charge
	1 Bed	£240
	2 Bed	£275
	3 Bed	£325
	4 Bed	£375

Inventory & Check-In Fees
1 Bed - £165
2 Bed - £185
3 Bed - £205
4 Bed - £235
For larger properties please enquire.

Inventory & Check-Out Fees
1 Bed - £130
2 Bed - £145
3 Bed - £160
4 Bed - £175
For larger properties please enquire.

**All prices are inclusive of VAT.*

Additional Fees & Charges

During Tenancy Non-Optional Fees

- **Arrangement Fee for Maintenance Works Over £500 in Value:** 12% of the net cost. This covers arranging access, obtaining and reviewing contractor quotations, overseeing works to ensure completion in line with the agreed specification and retaining, warranties/guarantees.
- **Tenancy Renewal Fee:** £180 - drafting and issuing a new tenancy agreement or amending an existing one.
- **Deposit Dispute Fee:** £120 - in the event that a formal submission to the deposit scheme adjudication service is required.
- **Interest on Late Commission Payments:** 3% above the Bank of England base rate, accruing daily from the due date until paid.

Legal Notices

Preparation and service of the following statutory notices: **£180 per notice.**

- Section 13 (*rent increase*)
- Section 173 (*Wales*)
- Section 8 (*breach of tenancy*)

Optional Additional Fees

- **Service Charge Administration:** £120 per property, per annum - receiving and administering service charge and ground rent demands from rent received, and handling related correspondence.
- **Additional Property Inspections:** £72 per inspection, for inspections requested by the landlord in addition to the two included annually under our full management service.
- **Non-Resident Landlord Scheme Tax Administration:** An additional 1% of gross rent collected, on top of the agreed management fee - covering our statutory duty to deduct and pay tax to HMRC where the landlord resides outside of the UK.

**All prices are inclusive of VAT.*

Additional Fees & Charges

Court Attendance/Legal Proceedings Support

Where we are required to attend court, a tribunal, solicitor meeting, mediation, or provide evidence/witness support in connection with possession proceedings, rent arrears, deposit disputes, or other landlord matters, this will be charged at **£75 + VAT per hour**.

Travel time, waiting time, preparation of evidence, document collation, correspondence and attendance are chargeable. Solicitor, barrister, court, process server and other third-party costs are payable separately by the landlord. We do not provide legal advice or legal representation.

Variation of Contract/Tenancy Amendment

£50 + VAT Payable where the landlord requests a variation, amendment, addendum or change to the tenancy agreement or management terms.

This includes preparation of the relevant documentation, administration, arranging signatures and updating records.

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 **THE
HOME CLOUD**