

## LANDLORD FEES AND CHARGES

There are various fees and charges associated with letting of your property that we want you to be aware of. For further information on the benefits or our various service levels, together with details of other charges (including when they apply), and for a copy of our Terms of Business, please speak to a member of staff.

### Level of Service Offered and Commission Charges

*(Please refer to our Confirmation of Instructions for more information)*

#### Standard Letting Service @ 12% including VAT

#### Comprehensive Management Service @ 18% including VAT

#### Managed Only Service @ 6% including VAT

**PLEASE NOTE:** Fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our services are payable in advance at the start of the tenancy based on the agreed term. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our terms of business for further information.

#### Other Fees and Charges that might apply when you use our services

##### Deposit Registration Fee - £48 including VAT

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 start of the tenancy.

##### Renewal Fee – the fee will be payable at the same percentage as the Level of Service chosen initially

Contract negotiation, amending and updating terms and (as applicable) arranging a further tenancy and agreement.

##### Submission of Non-Resident Landlord's receipts to HMRC - £300 including VAT

To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC

##### Submission of Non-Resident Landlord's NRL1 form to HMRC- £300 including VAT

##### Tenant Reference/Right to Rent Check: £180 including VAT

##### Preparing an Assured Shorthold Tenancy or Contractual Tenancy: £240 including VAT

##### Same Day Bank Transfer (UK accounts) - included

##### Overseas Bank Transfer - £15 including VAT

##### Energy Performance Certificate – £70.80 including VAT

##### Gas Safety Check and Certificate - £150 including VAT (approximate)

##### Portable Appliance Check and Certificate - £150 including VAT (approximate)

##### Service Notice to a Tenant: £150 including VAT

##### Inventory Fee - typical cost £180 including VAT

Attending the property to undertake a Schedule of Condition of the property at the time of the move in. The actual cost of the Inventory Check In is dependent on the size of the property. We will give you the price applicable to the property in good time.

##### Professional Cleaning – typical cost £200 plus VAT

The actual cost of the cleaning is dependent on the size and condition of the property. We will give you the price applicable to the property in good time.

#### Standard Letting Service @ 12% Inc. VAT (10% exc. VAT)

- Discuss the letting market and agree rental level
- Advise on landlord's obligations in relation to health and safety compliance
- Arrange photographs and discuss marketing strategy
- Advertise the property on main property portals
- Accompany viewings
- Negotiate Tenancy offer
- Arrange tenant references
- Assist with Right to Rent checks
- Collect and hold tenant's deposit as stakeholder
- Register deposit with Tenancy Deposit Scheme
- Collect and remit rent received
- Chase rent arrears
- Make any HMRC deductions
- Liaise with landlord and tenant regarding renewal or termination

#### Comprehensive Management Service @ 18% Inc. VAT (15% exc. VAT)

In addition to the Standard Letting Service

- Arrange inventory and check in and check out
- Assist landlord and tenant with utility transfers
- Arrange gas and portable appliance safety inspections
- Arrange general routine maintenance using approved suppliers
- Liaise with landlord's preferred suppliers as required
- Assist with the payment of ground rent and service charges as required
- Undertake one property visit a year (subject to access)
- Provide emergency tenant out of hours service 365 days per year
- Undertake deposit release negotiations