

Landlord Letting Fees

	Fee Exclusive of VAT	Fee Inclusive of VAT
<p><u>Tenant Finder:</u></p> <ul style="list-style-type: none"> • Free market appraisal • Professional Photos • Marketing, including social media advertising and online portals • Eye catching 'to let' boards • Property matched with registered applicants on our database • Escorted viewings and regular feedback • Drafting and Accepting Offer • Arranging Referencing of tenants • Arranging referencing of guarantor, where applicable • Right to Rent/ Immigration Act Check conducted • Anti-Money Laundering, PEPs & Sanctions • Collection of deposit and arranging registration with Tenancy Deposit Scheme (TDS)* • Preparing, signing and witnessing of tenancy agreement • Preparing Guarantor Deed • Collect First month's rent • How To Rent Guide Legislation • Providing check list to be signed by tenant • Complying with Deregulation Act 2015 • Pre-Occupation Property Check • Testing Smoke/CO Alarms On Commencement Of The Tenancy • Notification to utility companies of meter readings at start of tenancy, to include council tax & Water • Arrange all certification (if required) EPC, EICR, Electric PAT & Legionella Risk Assessment * • Arrange for professional clean* • Arrange Inventory & Check In* • Arrange Rent Protection and Legal Expenses Policy* • Full Accounting to Landlord • Full File to Landlord <p>Refer To Scale & Optional Charges*</p>	<p>10% + VAT of Annual Rent</p>	<p>12% of Annual Rent</p>

Tenancy Set Up Fee (Only applicable to Full & VIP Management Services):	2 Weeks Rent + VAT	2.3 Weeks Rent
<ul style="list-style-type: none"> • Free market appraisal • Professional Photos • Marketing, including social media advertising and online portals • Eye catching ‘to let’ boards • Property matched with registered applicants on our database • Escorted viewings and regular feedback • Drafting and Accepting Offer • Arranging Referencing of tenants • Arranging referencing of guarantor, where applicable • Right to Rent/ Immigration Act Check conducted • Anti-Money Laundering, PEPs & Sanctions • Collection of deposit and arranging registration with Tenancy Deposit Scheme (TDS)* • Preparing, signing and witnessing of tenancy agreement • Preparing Guarantor Deed • Collect First month's rent • How To Rent Guide Legislation • Providing check list to be signed by tenant • Complying with Deregulation Act 2015 • Pre-Occupation Property Check • Testing Smoke/CO Alarms On Commencement Of The Tenancy • Notification to utility companies of meter readings at start of tenancy, to include council tax & Water • Arrange all certification (if required) EPC, EICR, Electric PAT & Legionella Risk Assessment * • Arrange for professional clean* • Arrange Inventory & Check In* • Arrange Rent Protection and Legal Expenses Policy* • Full Accounting to Landlord • Full File to Landlord • Setup File internally <p>Refer To Scale & Optional Charges*</p>		

<u>Full Management:</u>	15% + VAT of Monthly Rent	18% of Monthly Rent
<p>Our Management Monthly Fee Includes:</p> <ul style="list-style-type: none"> • Processing rent received • Providing landlord detailed monthly account statement • Charge contractors' invoices to landlord account • Providing copy of contractor's invoices charged to the landlord • Arrange to pay contractors invoices • Arrange to pay landlord's service charges/ground rent • Arrange rent payment to landlord nominated account every month via bacs • Chasing up late rent payment from tenants by telephone, email, text, letter, home visit • Chasing up Guarantor for late rent payment from tenants by telephone, email, text, letter • Dealing with housing benefit/universal credit to chase up rent payments • Negotiate rent increases between landlord & tenant • Renewing Rent & legal protection policy on expiry • Liaising with tenants on reporting repair issues • Coordinating day to day maintenance repairs • Instructing contractors to provide estimates/investigate • Liaising with landlord regarding estimates/works • Instructing contractors to proceed with maintenance works • Liaising with contractors during works in progress • Arranging access for contractors • Arranging access for landlord contractors • Following up landlords' contractors to complete work • Meeting contractors onsite to investigate/discuss works required • Meeting landlords onsite to discuss works • Checking completed works, where necessary onsite • Liaising with block management agents/freeholders with repair issues/queries • Providing 24-hour emergency call out service • Providing tenants 24-hours access online to report any issues • Providing landlord 24-hours access online to the repair reporting portal • Arranging midterm inspections report to landlords • Deal with issues/maintenance repairs that have been reported on the midterm report • Arranging gas safety certificate, on expiry • Providing a copy of the gas safety certificate on renewal to the tenant • Arranging annual Electrical PAT safety certificate on expiry • Providing a copy of the Electrical PAT safety certificate on renewal to the tenant • Arranging EICR - Electrical Inspection Condition Report certificate on expiry • Providing a copy of the EICR - Electrical Inspection Condition Report certificate on renewal to the tenant • Arranging EPC - Energy Performance Certificate on expiry • Providing a copy of the EPC - Energy Performance Certificate on renewal to the tenant • Arranging Legionella Risk Assessment on expiry • Providing a copy of the Legionella Risk Assessment on renewal to the tenant • Arranging annual Smoke/Co Certificate • Arranging smoke & CO alarm to be installed on expiry • Arranging boiler service • Dealing with noise/pet complaints etc • Complying with Deregulation Act 2015 • Providing a landlord reference on request • Arranging check out 		

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| <ul style="list-style-type: none">• Obtaining estimates to settle deposit deduction• Finalising rent account to landlord• Informing the local authority change of tenancy for council tax• Informing electric supplier change of tenancy• Informing gas supplier change of tenancy• Informing water supplier change of tenancy• Topping up gas & electric to meters, when property is vacant• Arranging for lost/missing gas card at end of tenancy• Arranging for lost/missing electric key at the end of tenancy• Informing the landlord of updated legislation, so that the landlord is compliant• Dealing with tenant's queries on day to day basis• Dealing with landlord's queries on day to day basis | | |
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<u>VIP Full Management</u> (include the Full Management services and the benefits below):	18% + VAT of Monthly Rent	21.6% of Monthly Rent
<p>Our Monthly VIP Full Management Fee Includes:</p> <ul style="list-style-type: none"> Professional inventory Professional check in Professional check out Serving Section 13 Notice Serving Section 8 Serving Section 48 Notice Serving Section 3 Notice Midterm inspections and reports 10% discount off Expert Estate Agent additional fees Property sales fee discount Void tenancy management 14 days checks Dedicated property manager Buy to let advisory meeting Priority access to all landlord clinics/seminars Access to legal services Access to financial services Regular newsletter 		

*Scale Charges	Excluding VAT	Including VAT
Key Cutting	£30.00 + VAT Plus, key cost	£36.00 + Key cost
Organising All Certification (If Required) For EPC, EICR, Electric PAT & Legionella Risk Assessment (Only Applicable To Tenant Finder Service)	£30.00 + VAT Per Certificate	£36.00 Per Certificate
Organising Inventory And Check In (Only Applicable To Tenant Finder Service)	£30.00 + VAT	£36.00
Security Deposit Registration Fee (Only Applicable To Tenant Finder & Full Management Services)	£60.00 + VAT	£72.00
Update Tenancy Deposit Scheme Annually (Only Applicable Full Management Service)	£30.00 + VAT	£36.00
Undertaking Right To Rent Checks During The Tenancy	£30.00 + VAT	£36.00
Selective License Application Processing Fee In Addition To The Cost Of The Selective License Cost Set By The Council	£350.00 + VAT	£420.00
Change Of Tenant During Tenancy	From £450.00 + VAT	From £540.00
Serving Section 8 Notice	£220.00 + VAT	£264.00
Serving Section 48 Notice	£175.00 + VAT	£210.00
Serving Section 3 Notice	£175.00 + VAT	£210.00
Serving Deed Of Surrender	£220.00 + VAT	£264.00
Serving Section 13 Notice (Rent Review)	£220.00 + VAT	£264.00
Prepare & Submit Evidence To Tribunal (Rent Review)	£175.00 + VAT	£210.00
Tribunal Attendance Fee (Rent Review)	£220.00 + VAT	£264.00
Update Deposit Scheme - Mediating Deposit Deductions Between Landlord & Tenant	£150.00 + VAT	£180.00
Submitting Deposit Dispute With Deposit Scheme	£165.00 + VAT	£198.00
Specific Site Visit	£60.00 + VAT	£72.00
Meet Contractors At Property Charge (Per Hour) Second Visit	£60.00 VAT	£72.00
Vacant Management Service (Charged Monthly)	£80.00 + VAT	£96.00
Additional Contractor Quote (3rd Quote)	£35.00 + VAT	£42.00
Handling Building Insurance Claims	From £150.00 + Vat	From £180.00
Project Management Of Re-Letting Works, Major Repairs & Refurbishment	10% + VAT of total value of works	12% of total value of works
Heater & Dehumidifier Loan Including Delivery & Collection	£50.00 + VAT (per week)	£60.00
Handling Rent Protection & Legal Expense Claim	£250.00 + VAT	£300.00

Preparing Documentation For Court Proceeding & Communicating With Solicitors/Legal Representative (If Instructed By Landlord)	From £250.00 + VAT	From £300.00
Court Attendance	£200.00 + VAT (Half Day)	£240.00
Bailiff Attendance	£125.00 + VAT	£150.00
Annual Statement Of Income & Expense	£50.00 + VAT	£60.00
HMRC Audit As Per Schedule 23 Of The Finance Act 2011	£45.00 + VAT	£54.00
Quarterly Submission Of Non-Resident Landlords To HMRC:	£40.00 + VAT	£48.00 quarterly
Duplicate Statements Per Statement	£20.00 + VAT	£24.00
Management Takeover Fee from Landlord/Agent	£300.00 + VAT	£360.00
Buy To To Let Advisory Service	£250.00 + VAT	£300.00
Property Acquisition Service	2% + VAT	2.4% of purchase price

***Optional Costs**

Property Mid Term Visit & Report	£75.00
Professional Inventory & Check In (Depending On Size Of Property)	£145.00 – £225.00
Professional Check Out (Depending On Size Of Property)	£95.00 – £250.00
Pre Tenancy Clean (Depending Size Of Property)	From £252.00 (£210.00 + Vat)
Energy Performance Certificate (EPC)	£84.00 (£70.00 + Vat)
Gas Safety Inspection	£84.00 (£70.00 + Vat)
Electrical Portable Appliance Testing (Pat) Inspection	£114.00 (£95.00 + Vat)
EICR - Electrical Installation Condition Report (Depending On Size Of Property)	From £252.00 (£210.00 + Vat)
Legionella Risk Assessment	£78.00 (£65.00 + Vat)
Smoke & Carbon Monoxide Certificate	£84.00 (£70.00 + Vat)
Smoke Alarm Fitted – (One)	£108.00 (£90.00 + Vat)
Smoke Alarms Fitted – (Additional)	£48.00 (£40.00 + Vat)
Carbon Monoxide Alarm Fitted – (One)	£138.00 (£115.00 + Vat)
Carbon Monoxide Alarm Fitted – (Additional)	£66.00 (£55.00 + Vat)
Rent Protection And Legal Expenses (Depending On Monthly Rental)	From £381.60 (£318.00 + Vat – Paid Annually)