

## Landlord Letting Fees

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

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

Refer To Scale & Optional Charges\*

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

<p><b>VIP Full Management</b>          (include the Full Management services and the benefits below):</p> <p><b>Our Monthly VIP Full Management Fee Includes:</b></p> <ul style="list-style-type: none"> <li>Professional inventory</li> <li>Professional check in</li> <li>Professional check out</li> <li>Serving Section 13 Notice</li> <li>Serving Section 8</li> <li>Serving Section 48 Notice</li> <li>Serving Section 3 Notice</li> <li>Midterm inspections and reports</li> <li>10% discount off Expert Estate Agent additional fees</li> <li>Property sales fee discount</li> <li>Void tenancy management 14 days checks</li> <li>Dedicated property manager</li> <li>Buy to let advisory meeting</li> <li>Priority access to all landlord clinics/seminars</li> <li>Access to legal services</li> <li>Access to financial services</li> <li>Regular newsletter</li> </ul>	<p><b>18% + VAT of Monthly Rent</b></p>	<p><b>21.6% of Monthly Rent</b></p>
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<b>*Scale Charges</b>	Excluding VAT	Including VAT
<b>Key Cutting</b>	£30.00 + VAT Plus, key cost	£36.00 + Key cost
<b>Organising All Certification (If Required) For EPC, EICR, Electric PAT &amp; Legionella Risk Assessment (Only Applicable To Tenant Finder Service)</b>	£30.00 + VAT Per Certificate	£36.00 Per Certificate
<b>Organising Inventory And Check In (Only Applicable To Tenant Finder Service)</b>	£30.00 + VAT	£36.00
<b>Security Deposit Registration Fee (Only Applicable To Tenant Finder &amp; Full Management Services)</b>	£60.00 + VAT	£72.00
<b>Update Tenancy Deposit Scheme Annually (Only Applicable Full Management Service)</b>	£30.00 + VAT	£36.00
<b>Undertaking Right To Rent Checks During The Tenancy</b>	£30.00 + VAT	£36.00
<b>Selective License Application Processing Fee In Addition To The Cost Of The Selective License Cost Set By The Council</b>	£350.00 + VAT	£420.00
<b>Change Of Tenant During Tenancy</b>	From £450.00 + VAT	From £540.00
<b>Serving Section 8 Notice</b>	£220.00 + VAT	£264.00
<b>Serving Section 48 Notice</b>	£175.00 + VAT	£210.00
<b>Serving Section 3 Notice</b>	£175.00 + VAT	£210.00
<b>Serving Deed Of Surrender</b>	£220.00 + VAT	£264.00
<b>Serving Section 13 Notice (Rent Review)</b>	£220.00 + VAT	£264.00
<b>Prepare &amp; Submit Evidence To Tribunal (Rent Review)</b>	£175.00 + VAT	£210.00
<b>Tribunal Attendance Fee (Rent Review)</b>	£220.00 + VAT	£264.00
<b>Update Deposit Scheme - Mediating Deposit Deductions Between Landlord &amp; Tenant</b>	£150.00 + VAT	£180.00
<b>Submitting Deposit Dispute With Deposit Scheme</b>	£165.00 + VAT	£198.00
<b>Specific Site Visit</b>	£60.00 + VAT	£72.00
<b>Meet Contractors At Property Charge (Per Hour) Second Visit</b>	£60.00 VAT	£72.00
<b>Vacant Management Service (Charged Monthly)</b>	£80.00 + VAT	£96.00
<b>Additional Contractor Quote (3rd Quote)</b>	£35.00 + VAT	£42.00
<b>Handling Building Insurance Claims</b>	From £150.00 + Vat	From £180.00
<b>Project Management Of Re-Letting Works, Major Repairs &amp; Refurbishment</b>	10% + VAT of total value of works	12% of total value of works
<b>Heater &amp; Dehumidifier Loan Including Delivery &amp; Collection</b>	£50.00 + VAT (per week)	£60.00
<b>Handling Rent Protection &amp; Legal Expense Claim</b>	£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)