

LANDLORD FEES INFORMATION

Level of service offered:		
Let Only Service 8% + VAT	Rent Collection Service 10% + VAT	Full Management Service 12% + VAT
Advise on current rental market	Advise on current rental market	Advise on current rental market
Agree the market rent and find a tenant in accordance with the Landlord guidelines	Agree the market rent and find a tenant in accordance with the Landlord guidelines	Agree the market rent and find a tenant in accordance with the Landlord guidelines
Provide guidance on compliance	Provide guidance on compliance	Provide guidance on compliance
Erect board outside property	Erect board outside property	Erect board outside property
Prepare property details, market and advertise the property on company website, Zoopla and Rightmove	Prepare property details, market and advertise the property on company website, Zoopla and Rightmove	Prepare property details, market and advertise the property on company website, Zoopla and Rightmove
Carry out accompanied viewings	Carry out accompanied viewings	Carry out accompanied viewings
Negotiate offers	Negotiate offers	Negotiate offers
Prepare Tenancy Agreement (fee applies –see below)	Prepare Tenancy Agreement (fee applies –see below)	Prepare Tenancy Agreement (fee applies –see below)
Collect and remit initial months' rent received	Collect and remit initial months' rent received	Collect and remit initial months' rent received
Provide the tenant with method of payment	Provide the tenant with method of payment	Provide the tenant with method of payment
Deduct any pre- tenancy expenses	Deduct any pre- tenancy expenses	Deduct any pre- tenancy expenses
Discuss non- resident tax status and make any necessary HMRC deduction (if relevant)	Discuss non- resident tax status and make any necessary HMRC deduction (if relevant)	Discuss non- resident tax status and make any necessary HMRC deduction (if relevant)
	Collect and hold the deposit in our Client Deposit Account, Protect the deposit with My Deposits Scheme on Landlord's behalf (fee applies –see below)	Collect and hold the deposit in our Client Deposit Account, Protect the deposit with My Deposits Scheme on Landlord's behalf (fee applies –see below)
	Rent collection on Landlord's behalf	Rent collection on Landlord's behalf
	Deduct commission and any other expenses	Deduct commission and any other expenses
	Prepare monthly statement	Prepare monthly statement
	Pursue non-payment of rent and provide advice on rent arrears	Pursue non-payment of rent and provide advice on rent arrears
	Contact Landlord and Tenant prior to the end of the tenancy to discuss renewal or termination	Contact Landlord and Tenant prior to the end of the tenancy to discuss renewal or termination
		Hold the keys throughout the tenancy
		Inspect the property every 4 months and notify Landlord of the outcome
		Arrange routine repairs and instruct approved contractors
		Negotiate with Landlord and Tenant any disbursement of the security deposit. Return deposit as agreed with Landlord and Tenant to relevant parties.
		Unprotect security deposit
Fee Calculation	Fee Calculation	Fee Calculation
If the tenancy is for 12 months and the rent is £1000 per calendar month, the fee calculated shall be 8% + VAT of the annual rent: $12 \times £1000 \times 8\% = £960 + \text{VAT} = £1152$ The fee will be deducted in full from the initial rental payment.	If the tenancy is for 12 months and the rent is £1000 per calendar month, the fee calculated shall be 10% of the annual rent: $12 \times £1000 \times 10\% = £1200 + \text{VAT} = £1440$ The fee will be deducted monthly from the rental payment (£120 per calendar month)	If the tenancy is for 12 months and the rent is £1000 per calendar month, the fee calculated shall be 12% of the annual rent: $12 \times £1000 \times 12\% = £1440 + \text{VAT} = £1728$ The fee will be deducted monthly from the rental payment (£144 per calendar month)

Landlord Fees Information *continued* (All following charges include VAT)

Level of service offered: additional non–optional fees and charges (irrespective of level of service) (All charges include vat)		
Tenancy Agreement Fee (Landlord's Share)	£300 per property	Draw up the Tenancy Agreement and issue the relevant paper work
Inventory Report Fee (the Tenant will pay for the Check Out)	£150 - one bedroom £180 - two and three bedrooms £210 - four bedrooms	Produce full inventory report of the property condition including photograph evidence
Deposit Registration/ Protection Fee	£72	Register Landlord and Tenant details and protect the security deposit with a Government – authorised Scheme
Renewal / Extension of Tenancy Agreement Fee (Landlord's Share)	£300	Review rent in accordance with the market and advise the Landlord. Contract negotiation, amending and updating terms and arranging a further Tenancy Agreement
Additional Property Visit Fee	£72	To attend for a specific requests such as neighbour dispute; more visits are required to monitor the tenancy or and maintenance linked visit
Landlord Licence Application Fee	£150	Collect all required documents /information and submit the application for a Private Landlord Licence on Landlord's behalf
Arranging Professional Cleaning	Depending on the property size and condition	The Cost will be directly passed to the Landlord from the Cleaning Company
Arranging Gas Safety Check	£108	
Arranging Electrical Check	£150 - one bedroom £180 - two and three bedrooms £210 - four bedrooms	
Arranging EPC	£90	
Arranging Fire Risk Assessment	£90	
Key Cutting	£18 per key	
Smoke Alarm	£24 per alarm	

We are not currently members of Client Money Protection (CPM)



Independent redress provided by:
The Property Ombudsman



Tenancy deposit scheme:
My Deposits