

# Fees to Landlord

## Level of service offered

Let only - 9.6% inc VAT of annual rent	Let and Rent – 12% inc VAT	Fully Managed – 15% inc VAT
Advertise Property	All features of “let only”	All Features of “let and rent”
Reference Tenant	1 month Rent Collection	Pursue non-payment of rent and give advice on arrears
Organise Contract Signing		Arrange repairs and maintenance work to the property
Register Deposit		Advise utility providers of changes
Collect first months rent		Undertake property inspections throughout the year Hold keys throughout the tenancy term

### Additional non-optional fees and charges

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town & Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

### Deposit Registration fee £54

- Register the deposit for the landlord with a Government-authorised Scheme (MyDeposits)
- Provide the tenant(s) with a deposit certificate and prescribed information within 30 days of start of the tenancy

### Additional property visits – Inclusive when fully managed

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

### Submission of non-resident landlords receipts of HMRC – Inclusive when fully managed

- 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.

### Obtaining more than two contractors quotes – Inclusive when fully managed

### Rent Review Fee – Inclusive when fully managed

- Review rent in accordance with current prevailing market condition and advise landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

### Court Attendance – Inclusive when fully managed

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## Fees to Tenant

### BEFORE YOU MOVE IN:

**Set-up fee (tenant's share) – 34.8% of the monthly rent for single occupancy or 40.8% of the monthly rent for multiple occupancy (For Professional properties). £186 per tenant (For Student properties).**

- Referencing of tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms (and arrange the tenancy and agreement.

### Guarantor Fee – included in set-up fee

- Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

### Permitted Occupier Fee – included in set-up fee

- Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

### Pet Deposit – Landlord and property dependant

- To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy.

## During Your Tenancy:

### Amendment Fee – £186 inc VAT per tenant

- Contract negotiation, amending and updating your tenancy agreement during your tenancy
- Renewal Fee - £96 inc VAT each
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

## Ending Your Tenancy:

**Check out Fee (tenant's share) - £110.00 including VAT for a 1 bedroom property and a further £37.50 including VAT per extra bedroom - If the checkout is extended due to excessive wear and tear the Property Manager reserves the right to charge an additional fee of no more than £42.00 inc VAT which shall be dependent on the time required to carry out the additional work**

- Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)

### Future Landlord Reference Fee (rental) – Free of Charge

- Collating information and preparing a reference for a future landlord or letting agent

### Early Termination Fee – equivalent to 1 month's rent per person for the person/persons vacating

- A penalty for breaking the contract early.

### OTHER FEES AND CHARGES:

**Call out charge - £95 inc VAT for a call out and £36 inc VAT for each hour the Property Manager remains at the Property while the tradesman, engineer or technician complete the repairs.**

- In the event of a breakdown of any equipment, machinery, electrical or gas installation connected with the Property, the Tenant shall be present or arrange for a third party to allow access to the Property for the appropriate tradesperson, engineer or technician to enter and leave the premises in order to try and rectify the fault. Should the Tenant fail to arrange access the Property Manager will attend.

### Unpaid/late/returned payments

If the Rent or any other sum of money payable by the Tenant is late by more than **7 days** after becoming due to the Landlord or the Property Manager, the Tenant will have to pay simple **interest** on the amount overdue **at 4% above Barclays Bank base rate, together with a charge of £36.00 inc VAT. To cover the costs of the Landlord and Property Manager.** A further charge of £36.00 inc VAT will be charged when any rent payment or other sum of money is 14 days overdue to cover the further costs of the Landlord and Property Manager. In the event that a **cheque or standing order** submitted by or on behalf of the Tenant is **returned unpaid** by the bank the Landlord or Property Manager will charge the Tenant and administrative fee **£75.00 including VAT** on each occasion that this occurs.

### Professional Cleaning (if required) – Dependant on the size of the property and length of clean necessary.

- Only charged where professional cleaning is necessary to return the property to the same condition as the start of the tenancy.

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