

# LANDLORD FEES SCHEDULE



ALL FIGURES INCLUDE VAT	Tenant Find	Rent Collection	Fully Managed
<b>SET UP FEE</b>	<b>£600</b>	<b>£300</b>	<b>£300</b>
<b>MANAGEMENT FEE - % OF MONTHLY RENTAL FIGURE</b>	<b>N/A</b>	<b>9.6%</b>	<b>12%</b>
Agree the rental value, advise on refurbishment requirements and provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Market the property and advertise on relevant portals and social media, responding to all enquiries	✓	✓	✓
Carry out pre-qualification of tenants and accompanied viewings and recommend most suitable tenants for referencing	✓	✓	✓
Comprehensive referencing; ID checks, Right-to-Rent check, credit checks, obtaining employer and landlord references	✓	✓	✓
Prepare all Tenancy Documentation, carry out any negotiations and arrange signature Prepare the Inventory and Schedule of Condition Collect the Security Deposit, remit initial months' rent and set up method for future payments	✓	✓	✓
Test Smoke Alarms and Carbon Monoxide Detectors on the first day of the tenancy Deduct any pre-tenancy invoices and advise utility providers of changes to tenants		✓	✓
Advise on non-resident tax status, make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Register the Security Deposit with the Deposit Protection Service Demand, collect and remit the monthly rent Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake at least two routine visits per annum and provide a comprehensive report, with photographs, to the landlord and tenant			✓
Arrange appointments and payments for statutory requirements and routine repairs Provide an out of hours emergency contact service Carry out Rent Review and serve any Legal Notices			✓
Carry out the Check-out Inspection, provide a comprehensive report, with photographs, and deal with security deposit dilapidation negotiations			✓

CLIENT MONEY PROTECTION:  
[www.propertymark.co.uk](http://www.propertymark.co.uk)



INDEPENDENT REDRESS:  
[www.tpos.co.uk](http://www.tpos.co.uk)



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### ADDITIONAL FEES FOR ALL LEVELS OF SERVICE

Landlord Withdrawal Fees (before move-in): £300 per tenancy.

Landlord Withdrawal Fees (during tenancy): £120 per tenancy.

Renewal Fees: £78 per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Court Attendance Fees: £60 per hour.

Vacant Property Management Fees: £30 per visit.

### ADDITIONAL FEES FOR RENT COLLECTION AND TENANT FIND SERVICES

Rent Review Fees: £60 per tenancy.

Check-out Fees (If The Real Estate Bureau arranged the original inventory service): £40 - £110 per tenancy, dependent on the number of bedrooms and/or size of the property and any outbuildings.

Tenancy Dispute Fee: £120 per tenancy.

Fees for the service of Legal Notices (Section 8, 13 or Section 21): £30 per Notice.

Payment of contractor invoices: £12 per invoice.

### ADDITIONAL FEES FOR TENANT FIND SERVICES

Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: £30 per tenancy.

Deposit Registration Fees (where collected): £60 per tenancy.

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