



## LANDLORD FEES

All fees shown are inclusive of VAT



### DIY Service 6 Weeks Rent

Includes:

- Expert property appraisal to advise on the expected monthly rental income
- Refurbishment advice & guidance on compliance with statutory provisions and letting consents
- Advertising and marketing the property on the main property portals and erection of a 'To Let' board in accordance with the Town & Country Planning Act 1990.
- Explain current Lettings Legislation to ensure compliance
- Arrange EPC (if required – see charges)
- Advise on non-resident tax status (NRL's)
- Accompanied, prequalified viewings, six days a week with all interested parties
- Obtain and negotiate offers received
- Carry out and obtain references on chosen tenants and guarantors (if required)
- Collect and process first months' rent and make HMRC deductions (if applicable)
- Arrange payment of the security deposit to the landlord unless otherwise instructed
- Organise future rental payments from the tenant to your nominated bank account
- Compliance with the Immigration Act 2014 in respect of Right to Rent Regulations
- Preparation of Assured Shorthold Tenancy Agreement
- Preparation of mandatory compliance paperwork and certificates (see compliance charges)

### Essentials Management Service

**Letting Fee of £300 for rents up to £750 or £450 for rents above £751  
plus 12% monthly charge of gross monthly rent**

DIY Service Plus:

- Collection & remittance of monthly rent received, deducting commission, fees or expenses incurred for the period and supplying a monthly statement.
- Pursue any rent arrears that appear on the account and advise on actions required
- Instigate and manage claims for rent arrears
- Holding keys during the tenancy for access and emergencies
- Access to our online property portal 24/7
- Ongoing tenancy management for property repairs and maintenance throughout tenancy
- Co-ordination of repair or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary and settling accounts from rents received
- Six monthly property visit's to include a report with photographs & maintenance

### Premium Management Service

**Letting Fee of £300 for rents up to £750 or £450 for rents above £751  
plus 15% monthly charge of gross monthly rent**

DIY Service & Essentials Service Plus:

- Annual submission of Non-Resident Landlords to HMRC
- Service of notices
- Court attendance
- Contract Renewals including yearly rent reviews
- Property inspection and inventory check at the end of the tenancy
- Handling the return of the deposit, including dealing with any dispute

**The above fees are all inclusive of VAT at the current rate of 20%.**

**We are members of The Property Ombudsman**

**We are currently members of the Propertymark Client Money Protection (CMP) Scheme.**



## ADDITIONAL NON-OPTIONAL FEES & CHARGES

Service	Price
Deposit Negotiation, Submission to DPS (DIY Package)	£120
Deposit Negotiation and Submission to DPS (Essential & Premium Package)	Inclusive
Deposit Dispute Application – Should a tenant dispute proposed deductions a claim will need to be submitted. (DIY & Essential Package)	£60 per hour
Statutory Declaration (signed and witnessed by a solicitor)	£50
Duplication of keys	£5 + cost of key
Service of Legal Notices	£120
End of Year Tax Statement	£36
Court Attendance	£180 + expenses
Addendums & Amendments to the Tenancy Agreement	£60
Right To Rent Checks	£50
Tenancy Renewal (DIY Service)	£120
Tenancy Renewal (Essential Package)	£72
Property Inspections (DIY Package)	£100
Additional Property Visits	£60
Deposit Registration with DPS	£25
Liaising with solicitors for Landlords without an Insurance policy	£300
Void Management service	£100/month
Tenancy/Property Health Check (management take over)	£250
Management of Insurance Works	£60/hr
Obtaining Additional quotes for maintenance (exceeding 2)	£30/quote
Letter on headed paper	£25
Applicant referencing only (per adult)	£75

## COMPLIANCE CHARGES

Service	Price
Gas Safety Certificate (GSC)	£90
Gas Safety Certificate with Boiler Service	£150
Energy Performance Certificate (EPC)	£120
Legionella Risk Assessment	£120
Installation of Smoke Alarms or Carbon Monoxide Alarms (chargeable per alarm)	£50
Electrical Installation Condition Report – (1 bed)	£170
Electrical Installation Condition Report – (2 bed)	£190
Electrical Installation Condition Report – (3 bed)	£210
Electrical Installation Condition Report – (4+ bed)	£230
Deposit Alternative Scheme with Reposit	Inclusive

## SCHEDULE OF CONDITION SERVICES

Service	Price
Inventory/Check out (1 Bed Unfurnished / Furnished)	£110/£130
Inventory/Check out (2 Bed Unfurnished / Furnished)	£130/£150
Inventory/Check out (3 Bed Unfurnished / Furnished)	£140/£160
Inventory/Check out (4+ Bed Unfurnished / Furnished)	£150/£170

## RENT & LEGAL PROTECTION SERVICES

Service	Price
12 Month Rent and Legal Protection with Zero Excess	£320