

# Landlord fees and charges

Fees are expressed as a % of the total rent due under the tenancy. Letting fees are payable fully in advance, management fees are payable in line with the way the rent is due.

Minimum letting fee is £900.00.

VAT is included @ 20%, where applicable

**Letting Service (initial tenancies over 6 months)** **13.2%**

Advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on certain websites; erect a board; introduce an applicant; carry out accompanied viewings; collect and remit rent received; hold deposit as stakeholders, advise on tax status; deduct commission; advise on non-payment of rent; make any HMRC deductions due; serve Section 21 Notice or Notice to Quit.

**Short Let Service (initial tenancies under 6 months)** **21.6%**

As Letting Service above, all rent to be paid in advance

**Renewal Letting Service** **same % as service selected above**

Contact parties; advise on rent; negotiate any changes

**Renewal fees are due in advance for the length of any renewal, extension or holding over of the tenancy.**

**Management Service** **Short Let 8.4% or Long Let 7.2%**

In addition to the Letting or Short Let Service above, advise utility providers and local authority of changes; carry out routine property visits twice per annum and notify landlord of outcome; arrange routine repairs and renewal of safety records; obtain estimates; re-check tenants right to rent; hold keys; arrange check-out appointment; negotiate any claim against deposit; distribute deposit as agreed between parties; remit landlord dispute to TDS for adjudication

**Pre Let Service** (charged as a % of net invoiced works) **12.0%**

Instruct works on your behalf before a tenancy starts to prepare the property for letting

**Caretaking Service** (charged per property visit) **£120.00**

Visit untenanted property as often as agreed; advise of any obvious works or repairs necessary

## Additional or Optional Charges

– AST initial tenancy agreement, per tenancy (to include all tenant and guarantor reference checks and initial right to rent checks)	<b>£450.00</b>
– renewal AST tenancy agreement, per tenancy	<b>£300.00</b>
– Non-AST initial tenancy agreement (excluding referencing and right to rent checks), per party	<b>£300.00</b>
– renewal non-AST tenancy agreement, per party	<b>£300.00</b>
– initial reference (to inc. initial right to rent checks), per tenant, guarantor or company	<b>£66.00</b>
– renewing right to rent check (non-managed), per person	<b>£42.00</b>
– renewal of Innovate product for a 12 month period (for qualifying references)	<b>£100.00</b>
– periodic tenancy administration charge (one-off charge)	<b>£120.00</b>
– addenda to amend agreement terms	<b>£120.00</b>
– abortive letting administration fee	<b>£600.00</b>
– deposit protection administration charge (first 12 months)	<b>£60.00</b>
– deposit protection administration charge per annum, after first 12 months	<b>£30.00</b>
– combined inventory listing and check-in	
– 1-3 bedrooms	<b>£185.00</b>
– 4-5 bedroom	<b>£245.00</b>
– 6+ bedrooms	<b>price on application</b>
– inventory check-out	<b>£130.00</b>
– preparing deposit claim for TDS adjudication (non-managed)	<b>£240.00</b>
– additional property visits at request of landlord (charged per visit)	<b>£120.00</b>
– applying for consent to let (excluding any charge by other party)	<b>£60.00</b>
– supervision of works which exceed £1,200 (combined), as a % of net invoiced cost	<b>12.0%</b>
– fee for arranging EICR in line with new legislation (non-Management Service only)	<b>£42.50</b>
– (+ cost of EICR which will vary according to size of property)	<b>price on application</b>
– referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice	<b>12.0% - 18.0%</b>
– key cutting, per set (excluding cost of keys) - Management service only	<b>£30.00</b>
– waiting at properties for deliveries, contractors, etc. charged per hour (subject to 2 hour minimum)	<b>£60.00</b>
– submission of non-resident landlord receipts to HMRC, per quarter	<b>£90.00</b>
– to produce a copy of the original statement, per copy	<b>£12.00</b>
– to produce a copy of the original statement, per annual tax bill	<b>£96.00</b>
– income and expenditure report, per report	<b>£120.00</b>
– attending court as witness (half day or part thereof), excluding costs incurred	<b>£480.00</b>