





## Schedule of Fees for Landlord

### Letting and Management fees

 **Full Management – 14.4% inclusive of vat** (12% plus vat) plus tenancy set up fee and schedule/inventory fee. See additional fees below.  
Deducted monthly from rent received.

 **Full Management Plus** – p.o.a. as dependant on rental amount, includes rent protection. other charges as for full management.

 **Letting and Rent Collection – 11.6% inclusive of vat** (9.67% plus vat) plus tenancy set up fee and schedule/inventory fee. See additional fees below.  
Deducted monthly from rent received.

 **Letting Only** - equivalent of **3.6 weeks rent inclusive of vat** (3 weeks plus vat) plus tenancy set up fee and cost of schedule/inventory fee. See additional fees below.  
One off fee deducted from first month's rent received.

**For example:** If the monthly rental was £600.00 then you would pay a monthly fee of £86.40 inc vat for fully managed, a monthly fee of £69.60 inc vat for letting and rent collection or a one-off fee of £498.46 inc vat for letting only. Plus, additional fees as listed below.

All commission and fees are due monthly in advance and in full at the commencement of the tenancy. Further fees thereof shall be due upon extension or any renewal of the tenancy or the grant of a new tenancy to the same tenant, or the grant of a tenancy to any person who shall at any time have occupied the premises together with any previous tenant.

Please note that with our **Letting Only Service** should the first months rent not cover the total fees due then the agent will invoice you 7 days before a tenancy commences and expect payment to be made on or before the day of completion.

Further detailed information regarding the above services can be found in our terms and conditions.

Discounts are available for landlords who instruct us to let more than two properties. Please ask for further information.

If the tenant is more than one person this commission shall remain payable if one or more of such tenants remain in occupation. This agreement cannot be terminated whilst a tenant that the agent have introduced to you remain in occupation.

## Additional Fees

### Tenancy Set Up Fee

**£312.00 inc vat** (£260.00 plus vat) – Letting & Rent Collect and Managed clients payable from first month's rental of every new tenancy

**£350.00 inc vat** (£291.67 plus vat) – Letting Only clients payable up front once a tenant is found and agreed to go ahead with referencing

This includes the agent arranging for the applicants to complete referencing application forms and supply satisfactory identification in order for them to comply with the Immigration Act 2016; agree to commence referencing with the landlord, submit referencing for all tenants through a credit referencing agency, once final reports received, consulting with landlord, agreeing let and start date with both parties, preparing tenancy agreements and all other legally required documentation; arranging for tenants to attend for completion, carrying out completion and finalising all documents, taking receipt of deposit (and lodging with the DPS) and first month's rent and arranging for tenants to sign for keys and if applicable inventory and sending copies of all documentation signed to landlord.

### Renewal Tenancy Agreement Fee

**£132.00 inc vat** (£110.00 plus vat) - payable from first month's rental paid of every extended term – for Full Management or Letting/Rent Collection Service

**£156.00 inc vat** (£130.00 plus vat)– Letting Only clients

This includes the agent negotiating with both parties to renew the tenancy, including rent increases, drawing up of renewal tenancy agreements, sending to tenants to sign, obtaining up to date identification if required (to comply with the Immigration Act 2016), ensuring documents are returned within the necessary timescales, finalising the documents when returned and sending copies to landlord.

**Schedule of Condition/Inventory** – for the agent to attend the property, to prepare a comprehensive list stating the condition of the property and its contents including photos, testing smoke and carbon monoxide detectors. This also includes taking electric and gas meter readings (when accessible). Arranging for ingoing tenants to sign and then check within 48 hours. Payable from the first month's rental. **Please note** if the agent does not prepare the schedule of condition the agent will not enter into any discussions regarding disputes at the end of the tenancy.

House Share Room / Bedsit Room Condition Report - **£70.00 inc vat** (£58.33 plus vat)

	<b>UNFURNISHED</b>	<b>FURNISHED</b>
Studio Flat	<b>£100.00 inc vat</b> (£83.33 + vat)	<b>£120.00 inc vat</b> (£100.00+vat)
1 bed	<b>£120.00 inc vat</b> (£100.00 + vat)	<b>£150.00 inc vat</b> (£125.00+vat)
2 bed	<b>£150.00 inc vat</b> (£125.00 + vat)	<b>£190.00 inc vat</b> (£158.33+vat)
3 bed	<b>£190.00 inc vat</b> (£158.33 + vat)	<b>£220.00 inc vat</b> (£183.33+vat)
4 bed	<b>£220.00 inc vat</b> (£183.33 + vat)	<b>£250.00 inc vat</b> (£208.33+vat)
5 bed	<b>£250.00 inc vat</b> (£208.33 + vat)	<b>£280.00 inc vat</b> (£233.33+vat)

Management Service: If the agent is managing the property this fee will include the check-out procedure (attend property and check condition against original schedule of condition/inventory and report findings. If appropriate agree suitable deduction from deposit with both parties; refer to landlord before releasing monies to tenant)

Letting Only/Letting & rent Collection: If the agent is not managing the property, it will be the responsibility of the landlord to carry out the final inventory/schedule of condition check with their tenants and report accordingly to us. Unless you instruct us formally to carry this out and agree to pay our end of tenancy check out fee of:

End of Tenancy Check Out Fee: - **£80.00 inc vat** (£66.67 plus vat)

If the agent is to hold the deposit in the DPS, provide a **Letting Only or Letting and Rent Collection or Managed Service** and there is a dispute between tenants and landlord at the end of the tenancy and evidence is required to be submitted to the DRS (Dispute Resolution Service) there will be a one-off fee of:

**£80.00 inc vat** (£66.67 plus vat) to cover our costs

Please note it is optional to have an inventory, but the agent strongly recommends every landlord has a detailed schedule of condition/inventory of their property prepared before each letting. The deposit protection schemes recommend every responsible landlord should have one and with the increasing changes to legislation these documents are vital in our opinion.

If you do not have an inventory/schedule of condition prepared and you do not wish to test the smoke and carbon monoxide detectors yourself then there will be a charge of **£60.00 inc vat** to enable us to do this on your behalf. Without written confirmation that these have been tested a tenancy cannot commence.

**Every subsequent letting** thereafter there will be a one-off administration fee of **£90.00 inc vat** (£75.00 plus vat) – **up to and including a 3 bed property** and **£120.00 inc vat** (£100.00 plus vat) – **4 bed and above property** to update the inventory/schedule, attend to the property, take fresh photos, retest the smoke and co detectors.

**All additional fees and charges are subject to review following written notice and at our discretion.**

**Service of Section 21 Notices (if on letting only service) - £100.00 inc vat** (£83.33 plus vat)  
This includes us preparing the Section 21 notice inc letter and serving this personally at the property, hand delivering and providing a sign certificate as proof of service.

**One off Inspections (Letting Only or Letting & Rent Collection Service) - £80.00 inc vat**  
If any of our Letting Only or Letting and Rent Collection clients would like us to carry out a one-off routine inspection on their behalf, this is available (subject to additional fee as above). This includes us attending the property, inspecting for any defects or any damage or lack of maintenance by the tenants and providing a report back to the landlord.

**Empty Care Service** - Additional charges of **£80.00 inc vat** per visit shall be made for this service between tenancies (the agent recommends a visit every 2 weeks as normally required by most insurance companies). This includes the agent attending to the property to carry out general checks including security, heating etc. Please note the agent cannot be held liable for any leaks that occur whilst a property is vacant.