

## Set-up fee - Fully Managed & Rent Collection

Agree the market rent and find a tenant in accordance with the landlord terms of business; Advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & 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)

**75% based on the monthly rental pcm**

## Management Fee

Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).

**15% based on a % of the rent pcm**

## Rent Collection Fee %

Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).

**10% based on a % of the rent pcm**

## Set Up Fee - Tenant Find/Let Only

Agree the market rent & find a tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals, Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status & HMRC (if relevant). Collect & remit initial months' rent received, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction & provide tenant with the NRL8 (if relevant).

**100% based on a % of the rent pcm. Minimum fee of £750**

## Deposit Registration Fee, per Annum - Based on a fixed fee

**£60.00**

All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorized Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy

## Tenant Referencing Fee – Based on a fixed fee, per person

£150.00

Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords) & any other relevant information to assess affordability. Chargeable only when not taken as part of our standard services.

## Renewal Fee

£150.00 based on a fixed

Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.

## Withdrawal Fee

£360.00 based on a fixed fee

If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.

## Quarterly Submission of Non-Resident to HMRC

£30.00 quarterly

This fee is charged 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. An Annual submission is also required.

## Annual Submission of Non-Resident Landlords to HMRC

£60.00 annually

## Annual Summary Statement

£60.00 annually

This fee is charged to produce a single summary statement of those monthly statements already sent.

## Preparation of Section 13 on a Tenant Find/Let Only

£50.00

This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf.

## Court Attendance

£120.00 plus expenses

To attend with and/or represent you in Court – eg; eviction of tenant(s). Expenses would include travel, accommodation and parking where applicable.

## Dispute Fee

£60.00

In the event that a settlement cannot be made as us acting as Stakeholder. This fee covers compiling the relevant documentation to support the landlords position.

## EPC

£120.00

To arrange access and retain certificate.

## Gas Safety Cert/Check

£120.00

To arrange access and retain certificate.

## Smoke/Carbon Monoxide alarm installation

£50.00 per alarm

Arranging the installation of the smoke and carbon monoxide alarms.

## Smoke/Carbon Monoxide alarm checks

£50.00 per alarm

To check alarms on the first day of the Tenancy.

## Portable Appliance Test (PAT)

£90.00

To arrange access and retain certificate.

## Legionnaires Risk Assessment

£120.00

To arrange access and retain certificate.

## EICR (electrical installation condition report)

from £174.00 upwards depending property size

To arrange access and retain certificate.

## Changing light bulbs

£45.00 plus cost of bulbs

This fee covers the cost for time taken to arrange for light bulbs to be installed/replaced through no fault of any tenants, where not supplied by landlord or at additional request.

## Key cutting

£15.00 plus cost of key

This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.

## Photocopies of Inventory/Tenancy Agreement, per document

£30.00

## Letter for mortgage purposes

£30.00

## Work supervision and arrangement fees

12% of work value

For cost of repairs & maintenance work for work carried out in excess of £500.00.

## Pre or Post Tenancy Work Arrangement

£24.00 per quote

Fee for time spent in arranging quotes & organising repairs, prior to the letting of the Premises should a let not proceed, or during vacant periods.

## Care-Taking Service

£30.00 per visit

Per visit for visiting and checking the Premises during void periods