

LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED:

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	Tenant Find: 84% of rent (inc. VAT)	Rent collection: 9.6% of rent (inc. VAT)	Fully managed: 12% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant) -	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

Additional Tenant Referencing Fees: £FOC (inc. VAT) per tenant. Included in set-up fees above.

Landlord Withdrawal Fees (before move-in): £240 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Energy Performance Certificate (EPC) £FOC (inc. VAT) per tenancy

Guarantor Fees: £FOC (inc. VAT) per guarantor.

Gas Safety Certificate (GSR) £FOC (inc. VAT) per tenancy

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Electrical Installation Condition Report (EICR) £FOC (inc. VAT) per tenancy

Permitted Occupier Fees: £FOC (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Portable Appliance Testing (PAT) £25 (inc. VAT) per tenancy

Deposit Registration Fees (where collected): £FOC (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

DURING TENANCY FEES

Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Legionella Risk Assessment £25 (inc. VAT) per tenancy

Additional Property Visits: £60 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Installing Smoke alarms and Carbon Monoxide £25 (inc. VAT) per tenancy

Rent Review Fees: £FOC (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions.

START OF TENANCY FEES

Set-up Fees: £240 (inc. VAT) per tenancy. Referencing (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Accompanied Check-in Fees: £60 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved independent inventory.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION: **propertymark**

www.propertymark.co.uk

INDEPENDENT REDRESS:

www.tpos.co.uk



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Arrangement Fees for works over £10.

FINANCIAL CHARGES

General maintenance and repair during a tenancy - FOC - fully managed services only.

Interest on Unpaid Commission: 8% above the Bank of England Base Rate from Due Date until paid.

Foreign Currency Payment Fees: £40 (inc. VAT) per payment. Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

Other circumstances - between 12% and 15% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works - All standard services.

Contractor Commission: 12% - 15% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson. Fully managed service - FOC during a tenancy.

OTHER FEES AND CHARGES

END OF TENANCY FEES

Submission of Non-Resident Landlords receipts to HMRC £45 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Vacant Property Management Fees: £25 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Check-out Fees: See attached schedule for fees (Inventory/schedule of condition - independent check out) (inc. VAT) per tenancy.

Alternatively, we can attending the property to undertake a visual check of the property and advise our landlords on our findings based on the original inventory and negotiating the repayment of the security deposit.

Additional HMRC Reporting Fees: £45 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for the service of Legal Notices (Section 8 or Section 21); EFOC (inc. VAT) per Notice. Fully managed services only.

Fees for providing an Annual Income and Expenditure Schedule: EFOC (inc. VAT) annually.

Court Attendance Fees: £45 (inc. VAT) per hour.

Same-Day Payment Fees: £40 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

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INVENTORY PREPARATION:

Prices are inclusive of VAT

Unfurnished:

- 1 Bedroom £120
- 2 Bedroom £125
- 3 Bedroom £132
- 4 Bedroom £156
- 5 Bedroom £186

For larger properties including grounds quotations would be sought

INVENTORY PREPARATION:

Prices are inclusive of VAT

Furnished Properties:

- 1 Bedroom £130
- 2 Bedroom £135
- 3 Bedroom £150
- 4 Bedroom £175
- 5 Bedroom £198

For larger properties including grounds quotations would be sought

CHECK OUTS:

Prices are inclusive of VAT

The cost of an independent check out would be the same as the listed inventory price..

Alternatively, agent attending property to advise on the condition at end of tenancy compared to inventory at the beginning would be £60 (incl. VAT). This would include reading the meters and a visual check of the condition of the property. Advise landlord of findings and help with negotiations between tenant and landlord. Submitting a claim against the deposit with the DPS and sending any available evidence etc.

FOC for Fully managed service.

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