

## LANDLORD FEES SCHEDULE

	Fully manage: 13% of rent	Let and collect: 11% of rent	Just let: 9% of rent
Provide market appraisal, agree the rental value and suggest areas of possible improvement	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents such as EPC and Gas Safe.	✓	✓	✓
Advise on any refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on website and 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 and arrange an inventory if required. Then deduct any pre-tenancy invoices	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Collect 5 weeks deposit and if held by Square Space, register it with the DPS	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	
Agree collection of any shortfall and payment method	✓	✓	
Collect rent on monthly basis and hold in protected Client Account and deduct commission. Pay landlord via BACS	✓	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓	
Undertake 2 routine visits per annum and notify the outcome to the landlord in the form of email update with photos if needed.	✓		
Hold keys throughout the tenancy term and arrange routine repairs / instruct approved contractors (providing three quotes)	✓		
Arrange checkout and notify Landlord of any security deposit dilapidations or recommended improvements. Representing landlord with DPS if needed	✓		
Serve notice to regain possession of the property and represent the landlord in court if needed.	✓		
Repairs and Maintenance reporting on 10Ninety, our incredible agent/landlord/tenant integrated system.	✓		
Arrangement payments for statutory requirements such as annual gas safety checks and deduct from rent.	✓		
Advise all relevant utility providers of any changes	✓		
Access to panel of vetted contractors	✓		
Deposit claim negotiation, compilation and submission	✓		
End of year income and expenditure report	✓		

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### 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:

Energy Performance Certificate (EPC) - £99 per tenancy

Gas Safety Certificate (GSR) - £99 per tenancy including certificate

Electrical Installation Condition Report (EICR) - £280 per tenancy

Portable Appliance Testing (PAT) - Depending on amount of items being tested. If carried out during EICR approx £7 per item per tenancy

Legionella Risk Assessment - from £55 depending on size of water system per tenancy

Installing Smoke alarms and Carbon Monoxide detector - £70 callout charge for fitting including 1 unit, each subsequent unit charged at £18.

Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy - £25, if BS5839 is required the cost is £195 including certificate per tenancy if existing certificate has expired

Handling local authority licensing application - £220 per tenancy

Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £0 also see accompanied check in fees

START OF TENANCY FEES - Using Square Space Property documents only

Additional Tenant Referencing Fees: £45 per tenant. As Set-up Fees above for additional tenants.

Undertake partial or total furnishing of the property - 10% of total value admin fee.

Guarantor Fees: £50 per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £50 per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £60 per tenancy. (£30 per HMO 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.

Inventory Fees: These are 3rd party charge and all work is carried out by independent, specialist inventory clerks.

1-3 Bedroom Property - £185

4-5 Bedroom Property - £245

6+ Bedroom Property - POA

Single Room of HMO - £60

Individual check in or check out appointments, per appointment - £100

Accompanied Check-in Fees: £100 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, test that all smoke alarms and carbon monoxide detectors are present and in working order, Confirm EPC and Gas Safe Cert, Confirm tenant provided with How to rent guide, Confirm EICR, Confirm property is safe, ensure all furniture meets required fire standards, This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £800 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.

Abortive letting Charge: £300. This is if you choose to withdraw from an agreed offer, other than for failed references.

Keys & Alarms - If we are not provided with the necessary number of keys 3 sets/entry fobs/parking discs/barrier remotes etc, we will charge £20 plus the cost of the item and/or contractors fee. The landlord is also liable for any further fees/costs incurred by the new tenant as a result of not providing

### DURING TENANCY FEES

Additional Property Visits: £100 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.

Rent Review Fees: £100 per tenancy. To review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

#### DURING TENANCY FEES (continue)

Renewal admin Fees: £500 per tenancy or if property rented as HMO, £100 per AST. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £30 per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal over stayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £500 per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

Arrangement Fees for works over £2000 : 10% of net cost. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

#### END OF TENANCY FEES

Check-out Fees - £100 per tenancy. (£50 per room if property is rented as HMO). Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee - £100 per tenancy (rent collect and managed only) The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): £120 per Notice.

Court Attendance Fees: £200 per day/part thereof (plus cost of incurred as a result of our attendance)

#### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 5% of contractors invoice. To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson. (Not for fully managed)

Submission of Non-Resident Landlords receipts to HMRC £75 quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £25 per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule - £90 annually.

Same-Day Payment Fees - £120 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.)

#### OTHER FEES AND CHARGES

We can offer a bespoke project management service on larger refurbishments. Arrangement Fees for refurbishments over £10,000 : 20 % of net cost. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes - £50 per quote. Fully Managed service only.

Vacant Property Management Fees - £75 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.)

Management Take-over Fees: £250 per tenancy. (To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.)

Deposit Transfer Fees - £50 per deposit. (Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.)

#### RENT PROTECTION INSURANCE

If selected rent protection insurance can be paid in 2 ways. Either in 12 instalments of £25 PCM over the course of your 12-month rent collect or fully managed tenancy. Or a 1 off payment of £275 at the beginning of your term.