

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 100% of rent (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 14.4% (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 the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service	✓	✓	✓
Advice 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)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
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)			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

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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:

- Energy Performance Certificate (EPC) £20 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £10 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £20 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £20 (inc. VAT) per tenancy
- Legionella Risk Assessment £20 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £400 (inc. VAT) per tenancy. Referencing (including ID and Sanctions checks, any required Right-to-Rent checks, 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. Deposit Registration - 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 / Schedule of Condition Fees: Included in Management Fees OR £200 (inc. VAT) per tenancy for let only and rent collection services.

Landlord Withdrawal Fees (before move-in): £300 (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.

DURING TENANCY FEES

Variations to Contract Fees: £100 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. (Relevant for any variations required due to legislative updates)

Landlord Withdrawal Fees (during tenancy): £200 (inc. VAT) 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.

Arrangement Fees for one-off works or refurbishments over £1500 will be charged on the basis of 12% (inc. VAT) of net invoice 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.

Fire Risk Assessment Visits: £30 (inc. VAT) per visit, per tenancy, as required

END OF TENANCY FEES

Tenancy Deposit Dispute Fee: £150 (inc. VAT) per tenancy. 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.

Fees for the service of Legal Notices: £90 (inc. VAT) per Notice.

CLIENT MONEY PROTECTION:



www.safeagents.co.uk



INDEPENDENT REDRESS:



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FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £150 (inc. VAT) per annum. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Fees for providing duplicate statements. £20 (inc. VAT) per request.

Same-Day Payment Fees: £30 (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.

OTHER FEES AND CHARGES

Court Fees: £250 (inc. VAT) per hour for any requirements for a team member of Blackbear to represent the landlord.

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