



## Levels of Service Offered:

	<b>Tenant Find:</b> 1 months rent (plus VAT) (minimum £500 plus VAT)	<b>Fully managed:</b> 10% of rent (plus 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)	✓	✓
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)		✓
Security Deposit dilapidation negotiations		✓
Hold keys throughout the tenancy term		✓

## Additional Non-Optional Fees and Charges (as at Sept 2023)

### 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) £85 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £72 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) circa £150 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) (Price available on request)
- Legionella Risk Assessment (Price available on request)
- Installing Smoke alarms and Carbon Monoxide (Price available on request)
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy, no additional cost
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy, no additional cost

### Start of Tenancy Fees

**Set-up Fees:** 1 month's rent (plus. VAT) per tenancy. Referencing for up to two tenants (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.

**Additional Tenant Referencing Fees:** No additional cost per tenant.

**Guarantor Fees:** No additional cost per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Permitted Occupier Fees:** No additional cost per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

**Deposit Registration Fees (where collected):** No additional cost 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.

**Accompanied Check-in Fees:** No additional cost 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 Inventory as above.

**Landlord Withdrawal Fees (before move-in):** Half a month's rent (plus. 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.

These are our standard fees. Please ask a member of staff if you have any questions about our fees, to arrange a free valuation to discuss these further.

Client Money Protection:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

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## Additional Non-Optional Fees and Charges

### During Tenancy Fees

**Rent Review Fees:** £100 (plus VAT) per tenancy.

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.

**Renewal Fees:** £100 (plus VAT) per tenancy.

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Right-to-Rent Follow-Up Check:** No additional cost 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 overstayer be identified. This does not apply to a Tenant-Find service.

**Landlord Withdrawal Fees (during tenancy):** £100 (plus 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, 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 £1,000 :** 1% of net cost (plus VAT). 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:** No additional cost per tenancy.

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 (plus 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. This only applies where the agent has protected the deposit.

**Fees for the service of Legal Notices (Section 8 or Section 21):** £100 (plus VAT) per Notice.

**Court Attendance Fees:** £100 (plus VAT) per hour.

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## Additional Non-Optional Fees and Charges

### Financial Charges

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

**Contractor Commission:** No additional cost of contractors invoice. To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

**Submission of Non-Resident Landlords receipts to HMRC** £100(plus. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:** £100 (plus. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

**Same-Day Payment Fees:** No additional cost 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

**Vacant Property Management Fees:** £100 (plus. 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.

**Management Take-over Fees:** Half a month's rent (plus. VAT) 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:** No additional cost 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

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