

# Our Landlord Services

along with what is included in the setup fee for each comprehensive package offered

(schedule 3 - contract)

**Tenant Find**  
£250 + VAT  
Plus 50% of 1st  
Months' Rent

**Fully Managed**  
£250 + VAT  
Plus 10% of  
Monthly Rent +  
VAT (Multiple  
Properties 8%)

**Fully Managed**  
**Plus**  
£250 + VAT  
Plus 14% of  
Monthly Rent +  
VAT (Multiple  
Properties 12%)

	Tenant Find	Fully Managed	Fully Managed Plus
Visit Property and agree rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advice on refurbishment requirements	✓	✓	✓
Erect "to let" board outside property in accordance with Town and County Planning Ac 1990 (where possible)	✓	✓	✓
Market the property and advertise through the relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Obtain acceptable reference, credit checks, and right to rent checks (where applicable)	£50 per person	£50 per person	£50 per person
Prepare all legal documentation – tenancy agreement, how to rent, prescribed info	✓	✓	✓
Arrange for the preparation of inventory and schedule of condition	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Prepare standing order mandate (rent payment)	✓	✓	✓
Hold tenants Deposit with Deposit Protection Scheme (DPS) unless otherwise instructed		✓	✓
Client Money Protections (for all money held by us)		✓	✓
Deduct any pre-tenancy invoices – for example gas certificate, EPC, EICR		✓	✓
Collect and remit the monthly rent, provide landlord with electronic statement		✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant)		✓	✓
Advise all relevant utility providers of any changes (utility Management)		✓	✓
Pursue non-payment of rent and provide advice on rent arrears action		✓	✓
Undertake 4 visits each year, notify the landlord of outcome, during COVID-19 this will be imaged based only		✓	✓
Arrange routine repairs and instruct approved contractors		✓	✓
Security Deposit dilapidation negotiations (please note fee will be charge if disputed)		✓	✓
Hold Key throughout the tenancy term		✓	✓
Arrange for tenant to be Checked out at the end of the tenancy		✓	✓
Guaranteed Rental Income (up to six months) - separate terms and conditions (Let Alliance)			✓
Legal eviction and expense cover up to £50 000 for lifetime of the tenancy - separate terms and conditions (Let Alliance)			✓

## **ADDITIONAL 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:

Item	Fees include VAT where applicable
Energy Performance Certificate (EPC): a = 1-2 bedrooms, b = 3-4 bedrooms	a = £75 b = £90
Gas Safety Certificate (GSC): option a, option b includes service	a = £60 b = £90
Electrical Installation Condition Report (EICR) a = 1-2 bed b = 3 bed c = 4-5 bed	a = £190 b = £220 c = £260
Portable Appliance Testing (PAT): option a with EICR, option b without EICR	a = £3 an item b = £45 + £3 an item
Legionella Risk Assessment	£90
Installing Smoke alarms and Carbon Monoxide	Price on application
Testing Smoke alarms and Carbon Monoxide detectors 1 <sup>st</sup> day of the tenancy	Price on application
Video Tour	£100

### **SEVICES AS REQUIRED: PRE-TENANCY**

Item	Fees (plus VAT)
<b>Additional Tenant Referencing</b>	£50 per person
<b>Guarantor Fees:</b> per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).	£50
<b>Permitted Occupier Fees:</b> per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.	£50
<b>Landlord Withdrawal Fees</b> (before move-in): To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	50% of setup fee if landlord cancels prior to tenant moving in

### **SEVICES AS REQUIRED: END OF TENANCY**

Item	Fees (plus VAT)
<b>Tenancy Dispute Fee:</b> 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.	£60 per hour
<b>Fees for the service of Legal Notices</b> (Section 8 or Section 21):	£50
<b>Court Attendance Fees:</b>	£175 per hour

### SEVICES AS REQUIRED: DURING TENANCY

Item	Fees (plus VAT)
<b>Additional Property Visits:</b> Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.	£25
<b>Rent Review Fees:</b> 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.	£50
<b>Renewal Fees:</b> Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.	£100
<b>Right-to-Rent Follow-Up Check:</b> 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.	£50

### SEVICES AS REQUIRED: FINANCIAL CHARGES

Item	Fees (Plus VAT)
<b>Submission of Non-Resident Landlords receipts to HMRC</b> (quarterly). To remit and balance the financial Return to HMRC on both a quarterly and annual basis.	£60
<b>Additional HMRC Reporting Fees:</b> Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.	£60
<b>Fees for providing an Annual Income and Expenditure Schedule:</b>	£25

### OTHER FEES AND CHARGES

Item	Fees (plus VAT)
<b>Arrangement Fees for refurbishments:</b> 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.	10% of total refurbishment Cost (minimum charge £100)
<b>Vacant Property Management Fees:</b> 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.	£25
<b>Management Take-over Fees:</b> 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.	£35 per hour
<b>Deposit Transfer Fees:</b> Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.	£25