

# LANDLORD FEES SCHEDULE



## Levels of Services Offered:

Tenant introduction: 12% of Rent (inc. VAT)

Tenant introduction & Rent collection: 15% of Rent (inc. VAT)

Fully Management: 18% of Rent (inc. VAT)

## Additional NON-Optional Fees & Charges:

### PRE-TENANCY FEES

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) £80 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £75 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £120 (inc. VAT) per tenancy

### START OF TENANCY FEES

- ✓ Set-up Fees: £180 (inc. 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: £48 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.
- ✓ Guarantor Fees: £48 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).
- ✓ Permitted Occupier Fees: £48 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.
- ✓ Deposit Registration Fees (where collected): £42 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.
- ✓ Inventory Fees: from £180 (inc. VAT) up to and not exceeding £300 (inc. VAT). Dependant on the number of bedrooms and/or size of the property and any outbuildings.
- ✓ Landlord Withdrawal Fees (before move-in): £ 6 months of the agreed commission (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

- ✓ Additional Property Visits: £48 (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.
- ✓ Rent Review Fees: £48 (inc. 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: £72 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION: [www.arla.co.uk](http://www.arla.co.uk)

INDEPENDENT REDRESS: [www.tpos.co.uk](http://www.tpos.co.uk)

[www.lordstates.com](http://www.lordstates.com)

- ✓ Right-to-Rent Follow-Up Check: £48 (inc. VAT) 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): £ 6 months of the agreed commission (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, 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 £ 500: 10 % 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 and retaining any resulting warranty or guarantee. Fully Managed service only.

#### **END OF TENANCY FEES**

- ✓ Check-out Fees: from £180 (inc. VAT) up to & not exceeding £300 (inc. VAT) per tenancy. Dependant on the number of bedrooms and/or size of the property and any outbuildings. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.
- ✓ Court Attendance Fees: £300 (inc. VAT) per hour.

#### **FINANCIAL CHARGES**

- ✓ Interest on Unpaid Commission: 5% above the Bank of England Base Rate from Due Date until paid.

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