

**LANDLORD FEES SCHEDULE**

	<b>Let Only</b> 90% first months rent	<b>Fully Managed</b> £795 set up fee 12% of monthly rent
Rental appraisal of your property	Included	Included
Advise on any refurbishment requirements	Included	Included
Provide guidance on compliance with statutory provisions and letting consents	Included	Included
Ensure your property stands out from the crowd with engaging videos, professional standard photography and floorplan	Included	Included
Expose your property to the right tenants using the power of social media, our 'Coming Soon' marketing strategy and AI driven auto property matching	Included	Included
Extensive marketing across various property portals including Rightmove and vcestates.co.uk	Included	Included
Erect let board outside your property in accordance with Town and Country Planning Act 1990	Included	Included
Accompanied viewings and feedback	Included	Included
Tenant interview, selection, comprehensive referencing and Right to Rent checks	Included	Included
Preparation and signing of the Tenancy Agreement	Included	Included
Arrange for a comprehensive 3 <sup>rd</sup> party inventory including photographs	Dependant on the size of the unit. £120-£250	Included
Collect and remit first month's rent and security deposit	Included	Included
Provide tenants with a method of payment	Included	Included
Tenant(s) Check In with detailed handover highlighting the location of utility meters, stop-cocks, etc. Access to the tenant portal, test all smoke/CO2 alarms are present and in working order and record meter readings	£120	Included
Deposit registration with TDS (Tenancy Deposit Scheme). Register landlord and tenant details and protect the security deposit and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date	Included	Included
Demand, collect and remit the monthly rent		Included
Arrange payments for statutory requirements		Included
Pursue non-payment of rent and provide advice on rent arrears actions		Included
Undertake two routine visits per annum and notify the outcome to the landlord		Included
Arrange routine repairs and instruct approved contractors		Included
Checkout tenants at conclusion of the tenancy undertaking an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit	Dependant on the size of the unit. £120-£250	Included
Security deposit dispute including preparation of all evidence and submitting the case to the TDS (Tenancy Deposit Scheme) as well as dealing with all correspondence relating to the dispute. (Only applies where we have protected the deposit and we have carried out the checkout)	Included	Included

ADDITIONAL CHARGES & SERVICES IF REQUIRED

SAFETY & LEGAL REQUIREMENTS		
Energy Performance Certificates	£120	£120
Gas Safety Certificate	£100	£100
Electrical Safety Check	£180	£180
PAT's Test	£100	£100
Legionella Risk Assessment	£120	£120
Carbon Monoxide Detector Install (per detector)	£100	£100
Smoke Detector Install (per detector)	£100	£100

NOTICES & RENEWALS		
Rent review 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 (Form 4) Section 13 Notice:	Included with the renewal	Included
Renewal of fixed term tenancy agreement, contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement	£150	£150
Service of Section 8 Notice	£120	£120
Service of Section 13 Notice	£120	£120
Addenda to Tenancy Agreements	£60	£60
Court attendance hourly charge	£90	£90

OTHER CHARGES		
Additional property visit	£80	Included
Fees for providing an Annual Income and Expenditure schedule	£30	£30
Arrangement fees for works over £500. 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%
Landlord withdrawal fees (before move in) 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	£500	£500
Termination of service liability due till end of agreement per tenancy to cover the costs associated with advising the tenant on the change and the position of 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 our Let Only service		
Interest on unpaid commissions are payable at 3% above the Bank of England Base Rate from due date until paid		