

## LANDLORD FEES SCHEDULE

|  | <b>Let Only</b><br>One months rent           | <b>Fully Managed</b><br>£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 Section 13 Notice if the tenancy is on a periodic basis | 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 21 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  |      |          |