

# Tenant and Landlord Fees

NOTE: Fees are updated in November 2017

## Tenant fees

£300 (inc VAT)

- Processing the application and associated paperwork
- Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any relevant information to assess affordability).
- Drawing up tenancy agreement

## Renewal fee

£120 (inc VAT)

- Negotiation of new rent
- Drawing up renewal agreement

## Change of Occupancy fee

£300 (inc VAT)

- Processing the application and associated paperwork
- Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any relevant information to assess affordability).
- Drawing up tenancy agreement

## Check Out

Studio - £180.00 (inc VAT)

1 bed - £180.00 (inc VAT)

2 bed - £222.00 (inc VAT)

3 bed - £252.00 (inc VAT)

4 bed £276.00 (inc VAT)

5 bed £288.00 (inc VAT)

- Inventory clerk to meet the tenant at the property for at least 1 hour
- To compile a detailed report comparing it against the inventory.
- Make any amendments to the report should the tenant address them within 10 days of receiving the report
- Liaise between both tenant and landlord to negotiate dilapidations.

## Professional cleaning fee

Studio - £282.00 (inc VAT)

1 bed flat - £312.00 (inc VAT)

- 2 bed flat - £336.00 (inc VAT)
  - 2 bed flat with en suite - £360.00 (inc VAT)
  - 3 bed flat - £390.00 (inc VAT)
  - 3 bed flat with en suite -£420.00 (inc VAT)
  - 1 bed house - £366.00 (inc VAT)
  - 2 bed house - £396.00 (inc VAT)
  - 2 bed house with en suite £432.00 (inc VAT)
  - 3 bed house £456.00 (inc VAT)
  - 3 bed house with en suite £522.00 (inc VAT)
  - Only to be charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy
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## Landlord Fees

### Management Fee

14.4% (Inc VAT)

- Provide a market valuation
- Agreeing a market price
- Providing sales and Marketing
- Accompanying potential tenants to the property on viewings
- Collect and remit the monthly rent
- Provide the landlord with a monthly invoice
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake one inspection visit per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term
- Serve notice at the end of the tenancy should both parties not wish to renew
- Make any HMRC deductions and provide the landlord with the NRL6 (if relevant)

### Deposit fee

£50 (inc VAT)

- Register landlord and tenancy 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 start of the tenancy
- This is to be paid at the start of each renewal throughout the duration of the tenancy

### Inventory

- Studio - £150.00 (inc VAT)
- 1 bed - £150.00 (inc VAT)
- 2 bed - £198.00 (inc VAT)

3 bed - £234.00 (inc VAT)

4 bed £258.00 (inc VAT)

5 bed £276.00 (inc VAT)

- To attend the property prior to the check in and take photos and detailed the condition of the property
- To compile a very detailed report which is provided to the tenant at check in

## Check In

Studio - £96.00 (inc VAT)

1 bed - £96.00 (inc VAT)

2 bed - £108.00 (inc VAT)

3 bed - £120.00 (inc VAT)

4 bed £132.00 (inc VAT)

5 bed £144.00 (inc VAT)

- Inventory clerk to meet the tenant at the property for at least 1 hour
- Walk through the property with the tenant discussing the report and the property
- Inventory Clerk to point out appliances and show them how to use each one
- Make any amendments to the report should the tenant address them within 10 days of receiving the report

## Renewal fee

14.4% (inc VAT)

- Review rent in accordance with current prevailing market conditions and advise the landlord of the current valuation
- Negotiate the new rent with tenant
- Direct the tenant to make payment change as appropriate v
- Draw up the tenancy agreement and provide to all parties for signature

## Energy Performance Certificate

£66.00 (inc VAT)

- Completion of an Energy Performance Assessment and issue of an Energy Performance Certificate
- The payment is made to the Energy Performance Assessor

## Gas Safety Certificate

£120 (inc VAT)

- Carrying out a Gas Safety Inspection and issuing a Gas Safety Certificate
- The payment is made to the gas safety engineer