

# LANDLORD FEES SCHEDULE

[www.aandfproperty.co.uk](http://www.aandfproperty.co.uk)

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 15% of 1 <sup>st</sup> 6 months Rent (inc. VAT)		Fully Managed: 15% of rent (inc. VAT)
Agree the rental value	✓		✓
Provide guidance on compliance with statutory provisions and letting consents	✓		✓
Advise on refurbishment requirements	✓		✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓		✓
Market the property and advertise on relevant portals	✓		✓
Carry out accompanied viewings (as appropriate)	✓		✓
Find tenants	✓		✓
Advise on non-resident tax status and HMRC (if relevant)	✓		✓
Collect and remit initial month's rent	✓		✓
Provide tenants with method of payment	✓		✓
Deduct and pre-tenancy invoices	✓		✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓		✓
Agree collection of any shortfall and payment method	✓		✓
Advise all relevant utility providers of any changes	✓		✓
Demand, collect and remit the monthly rent			✓
Rent and Legal Protection			✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Arrange payments for statutory requirements			✓
Security Deposit dilapidation negotiations and hold keys throughout the tenancy term			✓

# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-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:

- Energy Performance Certificate (EPC) at cost
- Gas Safety Certificate (GSR) at cost
- Electrical Installation Condition Report (EICR) at cost
- Portable Appliance Testing (PAT) at cost
- Legionella Risk Assessment £40.00 (inc. VAT) (for in house check) or at cost if outsourced per tenancy
- Installing Smoke alarms and Carbon Monoxide Alarms at cost

### START OF TENANCY FEES

Set-up Fees £168.00 (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.

Deposit Registration fees (for tenant find only): £60.00 (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.

Landlord Withdrawal Fees (before move-in): £150.00 (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: £75.00 (inc. VAT) per visit. Should the landlord request property visits in addition those within their existing Terms of Business, this covers the costs of attending the property.

Renewal Fees: £50.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Landlord Withdrawal Fees (during tenancy): £150.00 (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.

### END OF TENANCY FEES

Check-out Fees (tenant find only): £120.00 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee (tenant find only) £150.00 (inc. VAT) per tenancy. The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well.

Please ask a member of staff if you have any questions about our fees

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

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



# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-OPTIONAL FEES & CHARGES

### FINANCIAL CHARGES

Interest on Unpaid Commission: 3.00% above the Bank of England Base Rate from Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC: £18.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £18.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC

Fees for providing an Annual Income and Expenditure Schedule: £30.00 (inc. VAT) annually.

### OTHER FEES AND CHARGES

Obtaining more than two contractor quotes £18.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £12.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £Nil (inc. VAT) per tenancy. 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

Deposit Transfer Fees: £36.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Please ask a member of staff if you have any questions about our fees

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

INDEPENDENT REDRESS:

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

