

# LANDLORD FEES SCHEDULE

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## LEVELS OF SERVICE OFFERED:

	<b>Letting Only: 9.60% of rent (inc. VAT)</b>	<b>Let &amp; Rent collection: 12.00% of rent (inc. VAT)</b>	<b>Full management: 15.60% of rent (inc. VAT)</b>
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 and if required)	✓	✓	✓
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 months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes			✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements			✓
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, when requested			✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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## 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 agreed between agent and landlord:

- Energy Performance Certificate (EPC) £0.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSC) £0.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £0.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £0.00 (inc. VAT) per tenancy
- Legionella Risk Assessment £0.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £0.00 (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £0.00 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £0.00 (inc. VAT) per tenancy

### START OF TENANCY FEES

Set-up Fees: £120.00 (inc. VAT) per tenancy. Referencing for all 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.

Guarantor Fees: £0.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0.00 (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): £0.00 (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.

Inventory Fees: Dependant on the number of bedrooms and/or size of the property and any outbuildings. Charged as per third party company cost.

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

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

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### INDEPENDENT REDRESS:

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



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### DURING TENANCY FEES

**Additional Property Visits:** £0.00 (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:** £0.00 (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:** £60.00 (inc. VAT) per tenancy.  
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Right-to-Rent Follow-Up Check:** £0.00 (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.

**Arrangement Fees for works over £5,000.00:** 10.00% 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.

### END OF TENANCY FEES

**Check-out Fees:** Dependant on the number of bedrooms and/or size of the property and any outbuildings. Charged as per third party company cost.

A third party will attend the property to undertake an updated Schedule of Condition based on the original inventory, and BPS London will negotiate the repayment of the security deposit.

**Tenancy Dispute Fee:** £300.00 (inc. VAT) per tenancy.  
The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

**Fees for the service of Legal Notices (Section 8 or Section 21):** £0.00 (inc. VAT) per Notice.

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### FINANCIAL CHARGES

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

Contractor Commission: 0.00% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Fees for providing an Annual Income and Expenditure Schedule: £0.00 (inc. VAT) annually.

### OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £5,000.00: 10.00% 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.

Vacant Property Management Fees: £0.00 (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: £0.00 (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: £0.00 (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.

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