

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find:	Rent & Legal Fully Managed Service	Fully Managed Service
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 and discuss suitability with landlord	✓	✓	✓
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)	✓	✓	✓
Full Rent & Legal protection for monthly rental continued payments until vacant possession is achieved & damages cover		✓	
Advise utility companies of relevant changes		✓	✓
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		✓	✓
Arrange routine repairs and instruct approved contractors (providing quotes where required)		✓	✓
Security Deposit dilapidation negotiations		✓	✓
Hold keys throughout the tenancy term		✓	✓



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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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) Included in management fee £108.00 (inc. VAT) per property
- Gas Safety Certificate (GSC) Actual contractor costs to be quoted ahead of agreement, as a guide appx £84 (inc. VAT) per property or £114.00 (inc. VAT) with added boiler service.
- Electrical Installation Condition Report (EICR) Actual contractor costs to be quoted ahead of agreement, as a guide appx £220 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) to be quoted as dependable on number of appliances.
- Legionella Risk Assessment, Actual contractor costs to be quoted ahead of agreement, as a guide appx £78 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide Actual contractor costs to be quoted ahead of agreement, as a guide appx £110 (inc. VAT) per alarm.
- Testing Smoke alarms and Carbon Monoxide detectors on or prior to the first day of the tenancy - Included in management fee.

START OF TENANCY FEES

Set-up Fees: £390.00 (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: Included in set-up fee. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: Included in set-up fee. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees Included in set-up fee. Register landlord and tenant details and protect the security deposit with a government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees: See attached Schedule. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £390.00 (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.

FINANCIAL CHARGES

Interest on Unpaid Commission: 8% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: £36 for EICR and £33.00 for EPC invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC Included in management fee. To remit any balance and the financial Return to HMRC on both a quarterly and annual basis.

Annual Income and Expenditure Schedule - Included in Management Fee.

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DURING TENANCY FEES

Rent Review Fees: Included in management fee (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.

Contract amendment Fees: £120 (inc Vat) fee per contract. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: Included in management fee 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.

Landlord Withdrawal Fees (during tenancy): 3 months management fees. 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.

Deposit Transfer Fees: Included in management 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.

END OF TENANCY FEES

Check-out Fees: Included in management fee 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: included in management fee (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 Notice (Section 8, Section 48, Section 13) Included in management fee per Notice.

Court Attendance Fees: £28 (inc. VAT) per hour.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £50 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: included in Management per property. 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.

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