

Landlord fees schedule

LEVELS OF SERVICE OFFERED

| | Tenant Find (Let Only) 120% of rent (inc. VAT) | Rent & Legal Fully managed: 16.2% of rent (inc. VAT) | Fully managed: 13.8% 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 the Town and Country Planning (Control of Advertisements) Regulations 1992 | ✓ | ✓ | ✓ |
| Market the property and advertise on relevant portals | ✓ | ✓ | ✓ |
| Carry out accompanied viewings (as appropriate) | ✓ | ✓ | ✓ |
| Tenant find service & discuss suitability with the landlord | ✓ | ✓ | ✓ |
| Advice 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) | | ✓ | ✓ |
| Rent & Legal protection for monthly rental continued payments until vacant possession & cover for some damages | | ✓ | |
| Advise all relevant utility providers of any 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) | | ✓ | ✓ |
| Deposit dilapidation negotiations & DPS adjudication claim | | ✓ | ✓ |
| Hold keys securely 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) £108 (inc. VAT) per tenancy, valid for 10 years.
- Gas Safety Certificate (GSR) Actual contractor costs to be quoted ahead of agreement, as a guide £84, (inc. VAT) £114 including boiler service, per 12m
- Electrical Installation Condition Report £168.00 (inc. VAT) up to 8 Circuits If over 8 circuits charged at £18 per additional circuit, valid for 5 years.
- Portable Appliance Testing (PAT) to be quoted as dependant on number of appliances, usually annually.
- Legionella Risk Assessment Actual contractor costs to be quoted ahead of agreement, as a guide appx £84 per tenancy
- Installing Smoke Alarms and Carbon Monoxide actual contractor costs to be quoted ahead of agreement, as a guide £110 (inc. VAT) per alarm.
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy included in cost for FM & RLFM
- Handling local authority licensing application (£420 inc. VAT) per tenancy + cost of license required as stipulated by LA.

START OF TENANCY FEES

Set-up Fees: £390 (inc. VAT) per tenancy, but not more than once per 12m period. Referencing for all tenants (ID and Sanctions 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 Setp 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 (where collected, included in set up fee for FM & RLFM). 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. Not available for Tenant find or Let only.

Inventory; See sperate Schedule of Fees: Dependant on furnished/unfurnished, 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.

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

Fees for providing an Annual Income and Expenditure Schedule: Included in management fee.

Court Attendance Fees: £60.00 (inc. VAT) per hour.

CLIENT MONEY PROTECTION:



www.propertymark.co.uk



INDEPENDENT REDRESS:



<https://www.tpos.co.uk>



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DURING TENANCY FEES

Rent Review Fees: included in management fee, Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: £120 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.

Right-to-Rent Follow-Up Check: Included in management fee. 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 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, returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

Deposit transfer fees: £90 inc Vat. Should the landlord request any changes to a protected deposit during a tenancy, this covers cost associated with legal compliance for said request.

Management Take-over Fees: Included in management fee. To cover the costs associated with taking over the management.

Arrangement Fees for one-off works over £2000 will be charged on the basis of 12% (inc. VAT) of net invoice cost. 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.

Obtaining more than two contractor quotes: £24.00 (inc. VAT) per quote. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: Included in management fee. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. Let only landlord fee to be quoted as varies on size of property.

Tenancy Deposit Dispute Fee: Included in management fee should the landlord follow our advice, if the landlord wishes to enter a case we disagree with the fee is £120 (inc. VAT) per tenancy. This is 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.

Statutory declaration - If a tenant does not respond to a deposit claim we may need to arrange for a solicitor to sign the paperwork. This will incur a fee of £32.50

Fees for the service of Legal Notices: Included in management fee, for Sec 13, Sec 48, Sec 8. Any additional notices may incur a fee to be quoted at request. Notices can be served for a Let Only landlord for a fee of £180.00 (inc. VAT)

Vacant Property Management Fees: £60.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside frequency mutually agreed with the landlord.

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