



LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 84% of rent (inc. VAT)	Rent collection: 9.6% of rent	Fully managed: 12% of rent
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 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)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
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 three quotes)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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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 not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £20 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £0 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £0 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £0 (inc. VAT) per tenancy
- Legionella Risk Assessment £20 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £0 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £240 (inc. VAT) per tenancy. Referencing (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.

Additional Tenant Referencing Fees: £0 (inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £0 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0 (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 (inc. VAT) per tenancy. 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.

Accompanied Check-in Fees: £0 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £240 (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.

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

DURING TENANCY FEES

Additional Property Visits: £60 (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 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions.

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

CLIENT MONEY PROTECTION:

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Arrangement Fees for works over £10: 12% 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. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: £60 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £0 (inc. VAT) per Notice.

Court Attendance Fees: £36 (inc. VAT) per hour.

FINANCIAL CHARGES

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

Contractor Commission: 12% of contractors 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 £36 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £36 (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: £0 (inc. VAT) annually.

Same-Day Payment Fees: £0 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

Foreign Currency Payment Fees: £40 (inc. VAT) per payment. Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £10 (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.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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INVENTORY PREPARATION:

Prices are inclusive of VAT

Unfurnished:

- 1 Bedroom £120
- 2 Bedroom £132
- 3 Bedroom £156
- 4 Bedroom £192
- 5 Bedroom £216
- 6 Bedroom £240

For larger properties including grounds quotations would be sought

INVENTORY PREPARATION:

Prices are inclusive of VAT

Furnished Properties:

- 1 Bedroom £188
- 2 Bedroom £200
- 3 Bedroom £224
- 4 Bedroom £260
- 5 Bedroom £284
- 6 Bedroom £308

For larger properties including grounds quotations would be sought

CHECK OUTS:

Prices are inclusive of VAT

The cost of a check would be the same as the listed inventory price

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