



## Fees Charged to Landlords

Not all fees are charged in every instance as these are determined by the level of service offered and may vary.

Unless otherwise agreed in writing the following fees may be charged:

### Letting/Tenant Find fees include

- Set up fee payable in advance £120.00 (inc VAT).
- Letting fee equivalent to 2 week's rent (inc VAT) or a minimum of £250.00 (Inc VAT) whichever is the greater.
- Erection of advertising board or signage £30.00 (inc VAT).
- Inventory Fee £120.00 (inc VAT).
- Internet, portal and press advertising fees are agreed with the client.

### Rent Collection and Property Management fees (charged in addition to the Letting fee above)

- Commission is charged as a percentage of the rent collected up to a maximum of 15% (inc VAT) subject to a minimum monthly fee of £30.00 (inc VAT) per property.
- For overseeing works of repair, renewal, redecoration or insurance claims which exceed the equivalent value of one month's rent, a fee equivalent to 15% (inc VAT) of the invoiced work or 15% (inc VAT) of the insurance claim will be charged.

### Tenancy deposit dispute fees

- Preparation of a schedule of dilapidations £100.00 (inc VAT).
- Obtaining quotes and preparation of evidence for submission to an adjudicator £100.00 (inc VAT).

### Additional services may include:-

- Preparation and service of Notice to Quit £100.00 (inc VAT).
- Rent Review fee £100.00 (inc VAT).
- Tenancy Renewal fee £100.00 (inc VAT).
- Court attendance fee £40.00 (inc VAT) per hour.
- Additional Property visits £30.00 (inc VAT).
- Deposit Registration fee £30.00 (inc VAT).
- Checkout Fee (Landlord's Share) £30.00 (inc VAT).
- Submission of Non Resident Landlord's Receipts to HMRC, per quarter £30.00 (inc VAT).
- Supplying duplicated or copy rent statements £15.00 (inc VAT) per statement.
- Obtaining an Energy Performance Certificate £90.00 (inc VAT).

Independent redress provided by **The Property Ombudsman Service TPOs**