



LEVELS OF SERVICE OFFERED:

# LANDLORD FEE SCHEDULE

	Tenant Find: 12% of rent (10% plus VAT)	Rent collection: 12% of rent (10% plus VAT)	Fully managed: 16.8% of rent (14% plus VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Professional photos and floor plans provided	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Have a direct contact within the lettings team whom you will solely deal with	✓	✓	✓
Carry out accompanied viewings	✓	✓	✓
Provide Feedback on viewings	✓	✓	✓
Find suitable tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Deduct any pre-tenancy invoices		✓	✓
Collect and remit initial months' rent		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Experienced Property manager who is a Member of ARLA and is based in house			✓
Arrangement payments for statutory requirements			✓
Hold keys throughout the tenancy term			✓
Undertake one pre-arranged inspection by our in house property manager (around 6 months after tenancy commences)			✓
Advise all relevant utility providers of any changes			✓
Arrange routine repairs and instruct approved contractors that are exclusive to management service			✓
Security Deposit dilapidation negotiations			✓

## PRE-TENANCY FEES

Arranging and facilitating <b>statutory compliance</b> (this is in addition to the costs of the items itself) if not provided on instruction or undertaken by the landlord  (cost for arranging is not applicable with management service)
Energy Performance Certificate (EPC) £30 inc vat
Gas Safety Certificate (GSC) £30 inc vat
Electrical Installation Condition Report £30 inc vat
Portable Appliance Testing £30 inc vat
Installing Smoke alarms and Carbon Monoxide alarms £30 inc vat

## START OF TENANCY FEES

Set up fees: **£354** (inc vat) per tenancy.

Referencing for up to two 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.

Additional Tenant Referencing Fees: **£60** (inc vat) per tenant.

As Set up fees above for additional tenants.

Guarantor Fees: **£60** (inc vat) per guarantor.

Covering credit referencing and preparing a deed of guarantee (or as part of the tenancy agreement).

Deposit Registration Fees (Where collected): **£60** (inc vat) per tenancy.

Register landlord and tenant details and protect the security with the TDS Custodial. Provide the tenants(s) with the Deposit Certificate and Prescribed information within 30 days of the tenancy start date.

Professional Inventory and Check in Fees: Cost varies between **£120-£400**

Dependent on size of property and additional rooms. This is carried out and charged by a third party.

Landlord withdrawal Fee (before move-in): **£360** (inc vat) per tenancy.

To cover costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

## DURING TENANCY FEES

Renewal Fees: **£60** (inc vat) per tenancy.

Contract negotiation, amending and updating the terms and arranging for the signing of a further tenancy agreement or memorandum.

Additional Property Inspections: **£90** (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.

## FINANCIAL CHARGES

Interest on Unpaid commission: **3%** above the Bank of England Base Rate from the Due Date until paid.

## END OF TENANCY FEES

Professional Check out Fees: Cost varies between **£90-£135** dependent on size of property and additional rooms. This is carried out and charged by a third party. In addition, there is an arrangement fee of **£30 (inc vat)** charged by andrew scott robertson on tenant find and rent collection services.

Fees for the service of Legal Notices (section 21): **£30 (inc vat)** per Notice – applicable to find to tenant find and rent collection services.

## VACANT PROPERTY AND INBETWEEN LETTINGS SERVICES FEES

Visit the property once per week to conduct a routine visual inspection for the purpose only of checking the property is wind, watertight, secure and supervise central heating system for insurance purposes: **£54 (inc vat)** per week. This service can only be used on a sole agency basis.

Arranging access and assessing costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works: **£60 (inc vat)** Per Hour. (Unless otherwise agreed, available for the management service only)

**Please note- we do NOT add on any commission to any of our contractor's invoices. We also do not charge commission to our contractors on instructing them to do works.**

### CLIENT MONEY PROTECTION:

RICS



[www.rics.org/clientmoneyprotectionscheme](http://www.rics.org/clientmoneyprotectionscheme)

### INDEPENDENT REDRESS:

The Property Ombudsman



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