

**LANDLORD Fees excluding 3rd party charges**

Service	Activity	Fee includes VAT @ 20% except where stated
Tenant Finder	Finding a tenant includes Identity, visa and immigration confirmation, 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 tenancy and the agreement. Collect and remit the first month rent, deduct commission and other works, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction and provide Tenant with NRL8 if relevant, pursue non-payment of rent and provide advice on rent arrears	10% of the annual rent plus VAT subject to a minimum fee of £1250 plus VAT
Managed	In addition to above notifying relevant utility providers of the change, undertaking two annual inspection visits and reporting on outcome, arranging routine repairs and instructing approved contractors, holding keys throughout the tenancy term,	12% of the annual rent plus VAT
Renewal of tenancy	Calculated on the amount of rent payable over the renewal period. Corresponding with parties and agreeing terms and arranging signature of the tenancy agreement.	6% plus VAT and a minimum of £750 plus VAT
Amendment to the contract	During the tenancy – eg additional/change of tenant	£ 60 includes VAT
Landlord services	Routine letters and notifications requested by the landlord	£48.00 includes VAT
	Notice to terminate the tenancy S 21 or s 8	£150.00 includes VAT
	Communication regarding rent arrears, dispute, matters arising after termination Hourly charge	96.00 per hour includes VAT
	Management in void period Charged on a monthly basis	£180 per month includes VAT
Property Visits	Out of hours service, other visits and non specified items	£120 includes VAT
Handling	Fee charged per item Arranging inventory, gardening, minor works, painting , cleaning, rubbish removal, Gas Safety Certificate and EPC, Electrical Certificate , purchase of white goods, replacement keys	£60 includes VAT
Works	Commission or supervision of works	10% of the costs plus VAT with minimum of £65 plus VAT
Reports	Commission a report	£60 includes VAT
Check in and check out fee	Inventory	£80 includes VAT