

## Landlord Guide to Services and Fees

From 1<sup>st</sup> June 2019 fees vary depending on our 3 service levels

(Fully Managed, Rent Collection or Tenant Find).

### Description of Fee

**Fully Managed Service** **13% exc vat 15.6% inc vat**

Monthly Fee: This is a monthly fee calculated as a % of the rent. This includes, paying and forwarding rent, deducting commission and other works and supplying monthly statements (via landlords' portal). Where necessary it includes pursuance of un-paid rent and advice on rent arrears actions. It includes 6 monthly routine visits and advising the landlord of the outcome. It also includes advising utility providers of any tenancy changes, arranging routine repairs and holding the keys during the tenancy.

|                                  | NET         | GROSS       |
|----------------------------------|-------------|-------------|
| <b>Setup fee for New Tenancy</b> | <b>£190</b> | <b>£228</b> |

The setup fee covers finding a tenant and agreeing market rent, erecting a board, advertising the property with Rightmove, Zoopla and other portals. Social media marketing accompanied viewings and lease preparation.

|                      |             |             |
|----------------------|-------------|-------------|
| <b>Inventory Fee</b> | <b>£150</b> | <b>£180</b> |
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A report of the condition of the property prior to a tenancy commencement. These are out sourced to a professional inventory company. This is essential should there be a dispute at the termination of the tenancy.

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| <b>Closing Inspection Fee</b> | <b>£150</b> | <b>£180</b> |
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A report of the condition of the property at the termination of the tenancy. These are outsourced to a professional inventory company. This is essential should there be a dispute at the end of tenancy.

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| <b>Deposit Registration Fee</b> | <b>£60</b> | <b>£72</b> |
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All tenants' deposits must be registered by law. Seekers use The Tenancy Deposit Service. Seekers are stakeholders. Both tenant & landlord receive a confirmation of the deposit registration.

THE DEPOSIT REGISTRATION IS AN ANNUAL FEE

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|--------------------------------|------------|-------------|
| <b>Gas Safety Certificates</b> | <b>£85</b> | <b>£102</b> |
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All properties with gas appliances or gas fired central heating must have a gas safety certificate at the commencement of the tenancy. This is an annual certificate.

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| <b>Portable Appliance Test &amp; Electrical Safety Check</b> | <b>P.O.A</b> |
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| <b>Legionella Risk Assessment</b> | <b>P.O.A</b> |
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| <b>Rent and Legal Protection Insurance (up to £1000)</b> | <b>£20 pcm £25 pcm</b> |
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| <b>Rent and Legal Protection Insurance (over £1000)</b> | <b>£30 pcm</b> | <b>£35 pcm</b> |
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| <b>Smoke/Carbon Monoxide Alarms</b> | <b>£60</b> | <b>£72</b> |
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Arranging the installation of smoke & carbon monoxide alarms or checking alarms at tenancy commencement.

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| <b>Lease Renewal Fee</b> | <b>£100</b> | <b>£120</b> |
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If both parties agree that the tenant can stay for another term, this fee covers the contract negotiations, amending & updating the terms & conditions and arranging a further tenancy agreement.

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| <b>Rent Review Fee</b> | <b>£25</b> | <b>£30</b> |
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This is the annual rent review. This fee is only incurred when rent is raised.

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| <b>Quarterly Submission of non-residents landlords to HMRC</b> | <b>£40</b> | <b>£48</b> |
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| <b>Annual Submission of non-residents landlords to HMRC</b> | <b>£60</b> | <b>£72</b> |
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| <b>Annual Income &amp; Expenditure report</b> | <b>£60</b> | <b>£72</b> |
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| <b>Energy Performance Certificates</b> | <b>£90</b> | <b>£108</b> |
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| <b>Copy of statements</b> | <b>£25</b> | <b>£30</b> |
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Landlords have access to their own on- line portal however if they request a copy of their statements then the above charges apply.

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| <b>Additional Contractors Quote:</b> | <b>£20</b> | <b>£25</b> |
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If more than 2 contractors quotes are required by the landlord for maintenance works, this fee is charged per additional quote.

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| <b>Handling Insurance Claims/TDS Claims</b> | <b>£90</b> | <b>£108</b> |
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Following the checkout, if any proposed deductions from the security deposit are disputed by the tenant, this covers compiling the relevant documentation to support the Landlords claim. Also, to deal with any insurance claims during the tenancy.

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| <b>Court Attendance</b> | <b>£100</b> | <b>£120</b> |
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If seekers need to represent you in court during eviction proceedings these fees apply plus expenses i.e. travel/parking accommodation.

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| <b>Legal Notices</b> | <b>£80</b> | <b>£96</b> |
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Serving S21 /S8 /S13 notices

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| <b>Withdrawal Fee</b> | <b>One month's rent + vat.</b> |
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Before a tenancy commences where expenses have been incurred in advertising the property and/or where a tenant has been found and accepted by the landlord.

### **Contractor Commission**

Seekers reserve the right to make a commission charge to any contractor instructed on behalf of the landlord. This is to cover arranging works and assessing costs with the contractor(s) for ensuring all works have been carried out in accordance with the specification of the works. Processing payment and retaining any warranty & guarantee. This is invoiced directly to the contractor.

### **Additional Property Visits**

If a routine visit (over & above the two six monthly visits included in the monthly fee) is required-for example as the specific request of the landlord, or to resolve a neighbour dispute, a fee is charged.

### **Key Cutting Service £10 + vat PLUS cost of keys.**

We require at least 2 sets for tenants and a management set in the office

### **Purchase Arrangement Fee £20      £24**

Where we are instructed to purchase items for a property on your behalf other than as routine maintenance of the property.

### **Sale of property to a tenant 1% + vat is commission charged**

## **RENT COLLECT SERVICE**

### **Monthly management Fee 10% exc vat 12% inc vat**

NET                  GROSS

### **Setup fee for New Tenancy £190      £228**

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**Other services are optional and listed under Full management fees.**

### TENANT FIND SERVICE

Tenant Find Service - there is a setup fee equal to 9.6 % (8% + vat) of the rent for the term.

There is a minimum fee of £600 (£500 + vat).

Some examples of these fees including vat at differing rent amounts.

12 Month term

|                         |      |      |      |        |
|-------------------------|------|------|------|--------|
| Rent per Calendar month | £450 | £600 | £800 | £1,200 |
| Setup Fee               | £600 | £692 | £922 | £1,382 |

The setup fee includes agreeing the market rent and finding a tenant in accordance with the landlords' guidelines. This involves marketing and advertising the property, erecting a board, then carrying out accompanied viewings as appropriate. It also involves notification of non-resident tax status and making an HMRC deduction as well as providing the tenant with a NRL8 (if applicable). Seekers collect and remit the first months rent received, deducting commission and other works and supplying a statement. This fee covers advising all utility providers of any tenancy changes.

**Other services are optional and listed under Full management fees.**