

## SCHEDULE 1 – LANDLORD FEES

Please note that all percentages are expressed as a percentage of the monthly rental achieved

All commission, fees, expenses and other charges are subject to VAT at the prevailing rate

### FULLY MANAGED SERVICE

<u>Monthly Fee (percentage of the monthly rent)</u>	12% + VAT
This service includes collecting the monthly rent, regular property visits, dealing with all maintenance issues reported by the tenant, advising all utility providers of any tenancy changes, holding keys during the tenancy, chasing of any late payments from tenants, access to Landlord portal to access statements, rent reviews, handling of TDS dispute if required, preparing any relevant legal notices and arranging repairs.	
<u>Rent Protection with Tenant Eviction Policy</u>	£18pcm inc IPT
Covers legal expenses up to £100,000 should a tenant need to be evicted, rent protection for lost rent if the tenant defaults up to a maximum of £2500pcm up to 12 months, vacant property cover up to 75% of the monthly rent paid for up to 2 months after eviction, no excess to pay.	
<u>Set Up Fee</u>	£180 inc VAT
This fee covers finding a tenant and agreeing the market rent, erecting a board, advertising the property on our online portals, marketing, carry out accompanied viewings and lease preparation.	
<u>Inventory Fee</u>	See Separate Schedule
A report of the condition of the property prior to a tenancy commences. These are carried out by a professional third party company. The fee is dependable on the amount of bedrooms and outbuildings the property has.	
<u>Deposit Registration Fee</u>	£42 inc VAT
All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Seekers is TDS where Seekers are the stakeholder.	
<u>Gas Safety Certificate</u>	£90 inc VAT
All properties must have a gas safety certificate to start the tenancy and must be tested annually by law. This fee includes the cost of the certificate.	
<u>Electrical Safety Check</u>	Price On Request
It is the Landlord's responsibility to ensure that the electrical installation and appliances provided by the landlord are safe when the tenancy begins and are in proper working order throughout the tenancy.	
<u>Energy Performance Certificate</u>	£75 inc VAT
It shows how efficiently a home uses energy, the cost of running a home and recommendations of how to improve the energy efficiency of the property. It is required by law to be provided to tenants.	
<u>Quarterly Submission of non-resident Landlords to HMRC</u>	£30 inc VAT
<u>Annual Submission of non-resident Landlords to HMRC</u>	£60 inc VAT
<u>Annual Income &amp; Expenditure Report</u>	£30 inc VAT
<u>Copy of Statements (monthly or per request)</u>	£25 inc VAT
<u>Handling Insurance Claims</u>	£60 inc VAT
<u>Visits to Vacant Properties</u>	£30 inc VAT
Other than the routine property visits or during vacant periods, there will be an additionally charge, depending on requirements/circumstances.	

### Court Appearances

£60 per hour, inc VAT

If Seekers may need to represent you in court. If you have legal expenses insurance, our fees may be recoverable under the insurance policy.

### Additional Repairs

10% of invoice total +VAT

Where we manage the property, and carry out maintenance repairs that are major works. The Agent is authorised to spend the Landlords money without the Landlords approval, up to a maximum of £180 inc VAT.

### Key Cutting Service

£12 inc VAT + Cost of Keys

### Purchases Arrangement Fee

£12 inc VAT of purchase price

Where we are instructed to purchase items for a property on your behalf, other than as routine maintenance of the property. Minimum of charge of £20.

### Withdrawal of Property

Refund the Admin fee & 6 months' commission

Where the agent finds an acceptable tenant and the tenant lays down a holding deposit and the Landlord subsequently withdraws the property or rejects the tenant for no valid reason prior to commencement of the tenancy.

## RENT COLLECT SERVICE

### Monthly Fee (percentage of the monthly rent)

10% +VAT

This service includes collecting the monthly rent, advising all utility providers of any tenancy changes, chasing of any late payments from tenants, access to Landlord portal to access statements, preparing any relevant legal notices and arranging repairs.

### Rent Protection with Tenant Eviction Policy

£18 per month inc IPT

### Set Up Fee

£180 inc VAT

### Inventory Fee

See Separate Schedule

### Deposit Registration Fee

£42 inc VAT

### Gas Safety Certificate

£90 inc VAT

### Electrical Safety Check

Price On Request

### Energy Performance Certificate

£75 inc VAT

### Quarterly Submission of non-resident Landlords to HMRC

£30 inc VAT

### Annual Submission of non-resident Landlords to HMRC

£60 inc VAT

### Annual Income & Expenditure Report

£30 inc VAT

### Copy of Statements (monthly or per request)

£25 inc VAT

### Handling TDS Dispute

£60 inc VAT

Following the checkout, if any proposed deductions from the security deposit are disputed by the tenant, this covers compiling of the relevant documentation to support the Landlords claim.

### Legal Notices

£30 inc VAT

Where Seekers are required to serve legal notices to tenants.

### Withdrawal of Property

Refund the Admin fee & 6 months' commission

## TENANT FIND SERVICE

Tenant Finding Fee

3 weeks rent + VAT

This service includes finding a tenant, referencing the prospective tenant and organising the moving in stage. Once the tenant has moved into the property, they will liaise directly with the Landlord regarding rental payments and maintenance issues. We also advise utility providers of any tenancy changes.

Set Up Fee

£180 inc VAT

Inventory Fee

See Separate Schedule

Deposit Registration Fee

£42 inc VAT

Gas Safety Certificate

£90 inc VAT

Electrical Safety Check

Price On Request

Energy Performance Certificate

£75 inc VAT

Handling TDS Dispute

£60 inc VAT

Legal Notices

£30 inc VAT

Withdrawal of Property

Refund the Admin fee & 6 months' commission

## INVENTORY FEES

Studio

£95 inc VAT

1 Bedroom

£110 inc VAT

2 Bedroom

£130 inc VAT

3 Bedroom

£140 inc VAT

4 Bedroom

£150 inc VAT

5 Bedroom

£175 inc VAT

\*15% Surcharge for Furnished Properties

**Property:**

**Service Required:**

**Signed By Landlord/s:**

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.....

**Print Names:**

.....  
.....

**Date:**

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