

Landlord Fees Schedule

Additional Non-Optional Fees and Charges

Pre-Tenancy (All Service Levels)

Arranging and facilities statutory compliance (this is in addition to costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £90.00 (inc. VAT) per tenancy
1 - 4 Bed £144.00 inc VAT
4 + £216.00 inc. VAT
- Portable Appliance Testing (PAT)
Up to 10 Items - £50.00
there after £3.00 per additional item
- Legionella Risk Assessment £90.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £20.00 (inc. VAT) per tenancy
- Handling local authority licensing application £60.00 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy no additional charge

Start of Tenancy Fees

Set-up Fees: £492.00 (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: £96.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £96.00 (inc. VAT) per guarantor.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £96.00 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £72.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security depository with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information with 30 days of the tenancy start date.

Inventory Fees: See Schedule below. Dependent on the number of bedrooms and/ or size of the property and the outbuildings.

- 1 Bed - £120.00 (inc VAT)
- 2 Bed - £150.00 (inc VAT)
- 3 Bed - £150.00 (inc VAT)
- 4 Bed - £180.00 (inc VAT)

Accompanied Check-in Fees: £50.00 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawl Fees (before move-in): £300.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Please ask a member of staff if you have any questions about our fees



Independent redress provided by:
The Property Ombudsman



Tenancy deposit scheme:
My Deposits

We are members of Client Money Protect (CMP) Scheme

During Tenancy Fees

Additional Property Visits: £72.00 (inc. VAT) per visit.

Should the landlord request property visits in addition to those who their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £20.00 (inc. VAT) per tenancy.

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £150.00 (inc. VAT) per tenancy.

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

Right-to-Rent Follow-Up Check: £0.00 (inc. VAT) per check.

Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016.

Notifying the Home Office should an illegal overstayer be indentified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £300.00 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents help by the agent to the landlord. This does not apply to a Tenant-Find service.

Arrangement Fees for works over £2000.00: 0% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty of guarantee. Fully Managed service only.

End of Tenancy

Check-out Fees: £150.00 (inc. VAT) per tenancy.

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fees: £100.00 (inc. VAT) will apply if you are not remarketing the property through Estates East.

The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Court Attendance Fees: £60.00 (inc. VAT) per hour or part thereof.

Financial Charges

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

Contractor Commission: 0% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £0.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both quarterly and annual basis.

Additional HMRC Reporting Fees: £50.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £0.00 (inc. VAT) annually.

Same-Day Payment Fees: £0.00 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

Other Fees and Charges

Arranging Fees for refurbishments over £2000.00 0% of net costs (inc. VAT). arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes: £0.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £10.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals check on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £20.00 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £50.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the cost associated with legal compliance for said request.

Please ask a member of staff if you have any questions about our fees



Independent redress provided by:
The Property Ombudsman



Tenancy deposit scheme:
My Deposits

We are members of Client Money Protect (CMP) Scheme

Additional Non-Optional Fees and Charges

Financial Charges	Other Fees and Charges
<p>Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.</p> <p>Contractor Commission: 0% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.</p> <p>Submission of Non-Resident Landlords receipts to HMRC £0.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both quarterly and annual basis.</p> <p>Additional HMRC Reporting Fees: £50.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.</p> <p>Fees for providing an Annual Income and Expenditure Schedule: £0.00 (inc. VAT) annually.</p> <p>Same-Day Payment Fees: £0.00 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.</p>	<p>Arranging Fees for refurbishments over £2000.00 0% of net costs (inc. VAT). arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.</p> <p>Obtaining more than three contractor quotes: £0.00 (inc. VAT) per quote. Fully Managed service only.</p> <p>Vacant Property Management Fees: £10.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals check on the inside and outside at a frequency mutually agreed with the landlord.</p> <p>Management Take-over Fees: £20.00 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.</p> <p>Deposit Transfer Fees: £50.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the cost associated with legal compliance for said request.</p>

Please ask a member of staff if you have any questions about our fees



Independent redress provided by:
The Property Ombudsman



Tenancy deposit scheme:
My Deposits

We are members of Client Money Protect (CMP) Scheme