

# LANDLORD FEES

## The following is carried out irrespective of the level of service

- Agree market rent and find a tenant in accordance with the landlord guidelines
- Advise on works required/refurbishments
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect a board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

## Introduction Only Service: Introduction fee one month's rent plus VAT

eg: £1000 pcm plus VAT = £1200

### Includes:

- The 1st Tenancy Agreement at a cost of £180 inc VAT
- Collect and remit initial month's rent received
- Collect deposit and pass to Landlord to register
- Provide the tenant with payment methods
- Deduct any pre-tenancy invoice

**Rent Collection service: Introduction fee of 3 weeks rent plus VAT eg: £1000 pcm rent £1000 x 12 months (£12000) divided by 52 weeks (£230.77 x 3 weeks = £692.3 plus VAT = £830.77)**

**Plus monthly rent collection fee of 8.5% inc VAT (7% plus VAT)**

### Includes:

- The 1st Tenancy agreement at a cost of £180 inc VAT
- Collection and remit the monthly rent received
- Agree collection of any shortfall and payment method
- Provide tenant with payment methods
- Deduct pre-tenancy invoices
- Deduct commission
- Make any HMRC deductions and provide tenant with NRL8 (if relevant)

**Fully Managed Service: Introduction fee of 3 weeks rent plus VAT eg: £1000 pcm rent £1000 x 12 months (£12000) divided by 52 weeks (£230.77 x 3 weeks = £692.3 plus VAT = £830.77)**

**Plus monthly management fee of 12% inc VAT (10% plus VAT)**

### Includes:

- The 1st Tenancy agreement at a cost of £180 inc VAT
- Collection and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears action
- Deduct commission and invoices for works
- Notify relevant council of change of tenancy
- Registration of the Tenants deposit with the Tenancy Deposit Scheme
- Undertake periodic visits and notify the Landlord of the outcome
- Arrange routine repairs and instruct approved contractors
- Hold management keys for the duration of the tenancy (as provided by Landlord)
- Make any HMRC deductions and provide tenant with NRL8 (if relevant)

## Deposit Registration Fee: £42 inc VAT

### Includes:

- Register Landlord and tenant details and protect the security deposit with Government authorised scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed information within 30 days of start of tenancy.

## Renewal of Tenancy Agreement: £180.00 inc VAT

### Includes:

- Review of rent in accordance with current prevailing market conditions and advise the Landlord
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

## Rent Guarantee policy: £360 inc VAT 12 months, £180.00 inc VAT 6 months

### Includes:

- For renewal purposes checking on arrears status – policy can't be renewed if tenant is in rent arrears
- Contact policy supplier to confirm cancellation or renewal of the policy
- Check receipt of renewal documentation
- Forward documents to Landlord

## Gas Safety Test: £102 inc VAT

- Arrangement of Test and issue of each pass or fail certificate
- Does not include any remedial works

## EPC Report: £120 inc VAT

- Arrangement of EPC Report

## Electrical Test: price on application

- Arrangement of Full electrical test pass or fail with report.
- Does not include any remedial works

## Smoke alarms & CO Alarms

- 1 alarm £90 inc VAT
- 2 alarms £168 inc VAT
- 3rd or additional charged at £54 inc VAT each

**Includes:** Arrangement of supply and fitment as per legal requirements

## Section 21 Service: £150 inc VAT (included free within Fully Managed Service)

**Includes:** Preparation and issue of document as per terms of Tenancy Agreement

## Selling to a Tenant:

If the Landlord sells the property to the tenant a fee of 1.8% inc VAT (1.5% plus VAT) of the sale price is chargeable.

## Inventory & check in prices:

### Unfurnished Properties

Studio	£120.00	2 bed house	£192.00
1 bed flat	£144.00	3 bed house	£222.00
1 bed house	£156.00	4 bed house	£252.00
2 bed flat	£180.00	5 bed house	£276.00

Prices are for guidance purposes only. Inventories for fully furnished properties are more expensive due to the amount of items/furniture that may need to be listed. Please refer to the above list as a starting point depending on the size of the property. All costs will be confirmed BEFORE any new tenancy commences.

## Independent redress is provided by TPOs as below:

The Property Ombudsman  
 Milford House  
 43-55 Milford Street  
 Salisbury  
 Wiltshire  
 Telephone :01722 333306  
 Telephone :01722 333306  
 Website: www.tpos.co.uk

Our client money protection is provided by NFOPP

All fees are correct at time of publication. The list is not exhausted and further charges may be applicable subject to circumstance. Please contact your local Clifton & Co office for further information.