

LANDLORD FEES

SCHEDULE

LEVELS OF SERVICE OFFERED

FROM 1ST SEPTEMBER 2019



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	Tenant Find: One months' rent inc. VAT Subject to min fee of £900 plus VAT (£1080 inc VAT)	Tenant Find with Rent collect: 6% plus VAT of rent (7.2 % inc. VAT)	Fully managed: 12% plus VAT of rent (14.4% inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Source tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Advise all relevant utility providers of any changes			✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements			✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake routine visits every 16-18 weeks			✓
Arrange routine repairs and instruct approved contractors (minimum two quotes if applicable)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

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

- Energy Performance Certificate (EPC) **£80 plus VAT (£96 inc. VAT)** per tenancy
- Gas Safety Certificate (GSR) **£80 plus VAT (£96 inc. VAT)** per tenancy
- Electrical Installation Condition Report (EICR) **ETBC plus VAT (ETBC inc. VAT)** per tenancy. Dependant on the size of the property
- Portable Appliance Testing (PAT) **ETBC plus VAT (ETBC inc. VAT)** per tenancy
- Legionella Risk Assessment **£80 plus VAT (£96 inc. VAT)** per tenancy
- Installing Smoke alarms and Carbon Monoxide **ETBC plus VAT (ETBC inc. VAT)** per tenancy
- Visual check in compliance with the Homes Act 2018 prior to tenants taking occupancy **£50 plus VAT (£60 inc. VAT) per tenancy**

START OF TENANCY FEES

Set-up Fees:

Fully managed **50% plus VAT (60% inc. VAT) of the first month's rent - minimum fee of £350 plus VAT (£420 inc. VAT)** per tenancy.

Rent Collect **40% plus VAT (48% inc. VAT) of the first month's rent - minimum fee of £350 plus VAT (£420 inc. VAT)** per tenancy.

Tenant Find **One month's rent inc. VAT - minimum fee of £900 plus VAT (£1080 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/Guarantor/Permitted Occupier Fees: **£15 plus VAT (£18 inc. VAT)** per additional tenant/guarantor/permitted occupier. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement). Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): **£25 plus VAT (£30 inc. VAT)** per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees: **TBC**. Dependant on the number of bedrooms and/or size of the property and any outbuildings. Fee applies to Tenant Find and Rent Collect. The inventory is included in the Fully Managed service.

Accompanied Check-in Fees: **£50 plus VAT (£60 inc. VAT)** per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, 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. Fee applies to Tenant Find and Rent Collect. This is included in the Fully Managed service.

Landlord Withdrawal Fees (before move-in): **£150 plus VAT (£187.50 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.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: **£25 plus VAT (£30 inc. VAT) per visit**. There is a charge should the landlord request property visits for access with third party at the premises, which is in addition to those within their existing Terms of Business and exceeds 2 visits per month.

Renewal Fees: **£50 plus VAT (£60 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: **£TBC plus VAT (£TBC 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 identified. **This does not apply to a Tenant Find & Rent Collect or Tenant Find Let Only services.**

Landlord Withdrawal Fees (during tenancy) Transfer of Management : **£250 plus VAT (£300 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, where necessary notifying all utility providers and local authority, returning all relevant documents held by the agent to the landlord.

END OF TENANCY FEES

Check-out Fees: **£80 plus VAT (£96 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 Fee: **£250 plus VAT (£300 inc. VAT) per tenancy**. 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.

Preparation of documentation for county court proceedings: **£250 plus VAT (£300 inc. VAT) per tenancy**.

Court Attendance Fees: **£100 plus VAT (£120 inc. VAT) per hour**.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Submission of Non-Resident Landlords receipts to HMRC **£50 plus VAT (£60 inc. VAT)** quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: **£50 plus VAT (£60 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: **£25 plus VAT (£30 inc. VAT)** annually.

Faster Payment Fees: **£10 plus VAT (£12 inc. VAT)** per payment. Should the landlord request a payment other than the agreed timescales within their existing Terms of Business, this covers the costs of providing faster payment service.

OTHER FEES AND CHARGES

Vacant Property Management Fees: **£25 plus VAT £30 (inc. VAT)** per visit. To cover the costs associated with visiting the property outside viewing appointments to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Deposit Transfer Fees: **£25 plus VAT (£30 inc. VAT)** per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Deposit Protection Service (DPS) – other charges: **£40 plus VAT (£48 inc. VAT)** for administering the deposit dispersal when the tenant vacate the property (this applies if the deposit is not transferred to your Landlord ID)

Duplicate Keys Cut Charge: **£TBC plus VAT (£TBC inc. VAT)**. The cost will depend on the number and style of keys.

Rent Protection: Please contact us about our 'Rent Protection' and 'Legal Expenses' insurance policies to help mitigate risk, if the tenant fails to pay their rent for any reason then the insurance policy will pay you the rent instead.

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Tenancies Prior to
the
1st September 2019

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FEES TO: LANDLORDS

www.kelvinfrancis.com

LEVEL OF SERVICE OFFERED:

Let Only: 78% Inc VAT**	Fully Managed 48% Inc VAT***	+ 14.4% Inc VAT of the Monthly Rent
<p>** of the first month's rent.</p> <p>This service provides:</p> <ul style="list-style-type: none"> • Market Appraisal • Marketing & Advertising • Accompanied Viewings • Negotiation with prospective tenants. • Tenant Credit Check & Referencing • Preparation & Signing of tenancy agreement • Initial collection of first month's rent and bond deposit from tenants • Ensuring all tenancy paperwork is signed before keys and advisory information are issued to tenants • Initial registration of tenants bond with the Deposit Protection Service 	<p>*** of the first month's rent (set-up fee)</p> <p>This service provides:</p> <ul style="list-style-type: none"> • Market Appraisal • Marketing & Advertising • Accompanied Viewings • Negotiation with prospective tenants • Tenant Credit Checks & Referencing • Preparation & Signing of tenancy agreement • Preparation of an independent inventory of schedule and condition • Initial collection of first month's rent and bond deposit from tenants • Check in tenants at the property, ensuring all tenancy paperwork is signed before keys, inventory and advisory information are issued • Notify utilities and council tax of new tenant details and meter readings • Registering tenants deposit with the Tenancy Deposit Scheme. (TDS) • Monthly collection of rent and making payments to landlords 	<ul style="list-style-type: none"> • Managing the day to day repairs and maintenance reported from tenants, providing quotes via our trusted pool of contractors and action as applicable • Maintaining and organising a valid annual gas safety certificate • Conducting interim routine property visits and issuing respective reports to the landlord • Processing tenancy renewals with the tenants and landlord respectively • Conducting the check out process with the tenant on final day of tenancy • Advising on the bond deposit deductions and once agreed with both tenants and landlords proceed with finalising repayment of bond deposit

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Consultancy is offered on request and will be charged at the rate of £60.00 including VAT per hour, plus travel and other reasonable expenses and costs. The service includes additional visits to a Premises if we are managing, service a notice under section 13 of the housing act 1988, or obtaining consent from a superior landlord.
- Preparation of an independent inventory and schedule of condition on behalf of the Landlord will be included in our Managed Letting fee. An inventory is not included in our Let Only (Tenant Find Fee), an additional charge will apply please enquire.

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FEES TO: LANDLORDS

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Preparation of the Renewal of our standard Tenancy Agreement there is a charge of £90 including VAT for our managed properties, and £90 including VAT for our unmanaged properties.
- Checking and making any alterations requested by your solicitor to our standard Tenancy Agreement: £60 including VAT per hour or part of an hour.
- Service of Notices to terminate a Tenancy when we are not managing the Premises will be subject to an administration fee of £60 including VAT.
- Visits during a void period using our care-taking service will be £30 including VAT for one visit each week during office hours.
- A supervisory fee of 12% including VAT of the total cost of any work in excess of £500 is charged for supervising the work. Supervise the partial or total refurbishment of the premises for a fee of 12% including VAT of the total cost of work.
- If the landlord is not a resident in the UK we will charge an administration fee of £30 including VAT each quarter for tax retention and completion of the documentation required by the Centre of Non Residents.
- The administration fee for membership of the Tenancy Deposit Scheme ("TDS") is £18 including VAT paid per tenancy in advance.
- Preparation of documentation for County Court proceedings or TDS adjudication will be £60 including VAT plus our reasonable costs and expenses. Attendance at court of any tribunal on your behalf will be charged at £60 per hour plus our reasonable costs and expenses.

IF YOU HAVE ANY QUESTIONS ON OUR FEES OR REQUIRE FURTHER ASSISTANCE, PLEASE ASK A MEMBER OF STAFF

