

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 100% of rent (inc. VAT) Subject to min fee of £1200.00 plus vat (£1440.00 inc vat)	Rent collection: 100% of rent 8% plus vat (9.6% inc. VAT)	Fully managed: 10% of rent + VAT (12% inc. VAT) (14.4 % inc. VAT) Setup fee: 55% of rent
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)	✓	✓	✓
Find 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 NRLB (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 two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations (End of tenancy- deposit deductions)			✓
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: £80.00

All prices shown are subject to change and are from price stated:

Energy Performance Certificate (EPC) £84.00 (inc. VAT) per tenancy

Gas Safety Certificate (GSR) £90.00 (inc. VAT) per tenancy

Electrical Installation Condition Report (EICR) £120.00 (inc. VAT) valid for 5 years. Cost subject to property size.

Portable Appliance Testing (PAT) £tbc (inc. VAT) per tenancy

Legionella Risk Assessment £60.00 (inc. VAT) per tenancy

Smoke alarms and Carbon Monoxide £60.00 per item (inc. VAT) per tenancy

Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £50.00 (inc. VAT) per tenancy (opt out available).

START OF TENANCY FEES

Set-up Fees: Fully Managed 55% plus vat (66% inc.vat) of the first months rent- minimum fee £350 plus vat (£420.00 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.

Rent protection insurance (per month) £30.00 plus vat. £36.00 including vat (Provided by Goodlord)

Additional Tenant Referencing Fees: £50.00 plus vat (£60.00inc. VAT)

per tenant. As Set-up Fees above for additional tenants.

Checking and making any alterations requested by your Solicitor/Lender to our standard contract: £90.00 + VAT (108.00 inc. VAT).

Guarantor Fees: £25.00 plus vat (£18.00 inc. VAT) per guarantor.

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

Permitted Occupier Fees: £25.00 plus vat (£30.00 inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord. Included in managed option

Deposit Registration Fees (where collected):£25.00 plus vat(£30.00 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. Included in managed option.

Inventory Fees: Dependant on the number of bedrooms and/or size of the property and any outbuildings (**included in managed option**).

Accompanied Check-in Fees: £50.00 plus vat (£60.00 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 Withdrawal Fees (before move-in/tenant sourced): £150.00 (£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.

CLIENT MONEY PROTECTION:

www.rics.org/clientmoneyprotectionscheme



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £50.00 (£60.00 inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £25.00 plus vat (£30.00 inc. VAT) per tenancy **(included in managed option)**. 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 plus vat (£180.00 inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Landlord Withdrawal Fees (during tenancy): £500.00 plus vat (£600.00 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 held by the agent to the landlord. This does not apply to a Tenant-Find service.

END OF TENANCY FEES

Check-out Fees: £100.00 plus vat - (£120.00.00 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 Fee: £250.00 plus vat £300.00 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £25.00 plus vat (£30.00 inc. VAT) per Notice. Included in managed option

Court Attendance Fees: £200.00 plus vat per day (£240.00 inc. VAT) per hour.

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FINANCIAL CHARGES

Submission of Non-Resident Landlords receipts to HMRC £25.00 plus vat (£30.00 inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £50.00 plus vat (£60.00 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: £25.00 plus vat (£30.00 inc. VAT) annually. Included in managed option.

Faster Payment Fees: £10 plus vat (£12.00 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

Arrangement Fees for Project Management/Building Insurance Claims.

£60.00 plus vat per hour (£72.00 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. Fully Managed service only.

Obtaining more than two contractor quotes: £50.00 Plus vat (£60.00 inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £50.00 plus vat (£60.00 inc. VAT) per visit. (included in managed property - provided not exceeding contracted frequency).

To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £900.00 plus vat (£1080.00 inc. VAT) per tenancy. upfront deposit - to be retained if contract does not proceed. £150.00 plus vat (180.00 inc vat)

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: £25.00 plus vat (£30.00 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.

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