



100% Dedicated to Residential Lettings  
A Property Management

# LANDLORD FEES SCHEDULE

[www.ldproperty.co.uk](http://www.ldproperty.co.uk)

## LEVELS OF SERVICE OFFERED:

	<b>Tenant Find: 1 Month's Rent (inc VAT)</b>	<b>Rent Collection: 10.8% of rent (inc VAT)</b>	<b>Fully Managed: 13.2% of rent (inc VAT)</b>
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 NRL8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Arrange payments for statutory requirements	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Demand, collect and remit the monthly rent		✓	✓
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 quotes if requested)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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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) £78.00 (inc VAT) per tenancy
- Gas Safety Certificate (GSR) - cost of Contractor's invoice
- Electrical Installation Condition Report (EICR) - cost of Contractor's invoice
- Portable Appliance Testing (PAT) - cost of Contractor's invoice

### START OF TENANCY FEES

Set-up Fees: £354.00 (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: Currently included in Set-up fee per tenancy.

Guarantor Fees: Currently included in Set-up fee per tenancy.

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

Inventory Fees: £138.00 inc VAT (£115.00 plus VAT) for a standard property up to 3 bedrooms  
Larger properties are subject to an additional cost per room of £12.00 inc VAT (£10.00 plus VAT)  
(NB: we will obtain a quote before instructing for larger properties)

Deposit Registration Fees (where collected): Included in Set-up fee 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.

Landlord Withdrawal Fees (before move-in): £354.00 (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.

### DURING TENANCY FEES

Additional Property Visits: £30.00 (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.

Landlord Withdrawal Fees (during tenancy): One month's rent (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.

Arrangement Fees for works over £500 - 10% 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 or guarantee. Fully Managed service only.

Court Attendance: £120.00 inc VAT (£100.00 plus VAT)

**If you any questions on our fees, please ask a member of staff.**

**CLIENT MONEY PROTECTION:**   
[www.propertymark.co.uk](http://www.propertymark.co.uk)

**INDEPENDENT REDRESS:**  
[www.tpos.co.uk](http://www.tpos.co.uk)



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### END OF TENANCY FEES

£138.00 inc VAT (£115.00 plus VAT)  
for a standard property up to 3 bedrooms  
Larger properties are subject to an additional cost per room  
of £12.00 inc VAT (£10.00 plus VAT)  
(NB: we will obtain a quote before instructing for larger  
properties)

Tenancy Dispute Fee: £90.00 (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.

### FINANCIAL CHARGES

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

Fees for providing an Annual Income and Expenditure  
Schedule: £30.00 (inc VAT) annually.

### OTHER FEES AND CHARGES

Obtaining more than three contractor quotes: £30.00 (inc  
VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £30.00 (inc VAT) per  
visit. To cover the costs associated with visiting the property  
to undertake visual checks on the inside and outside at a  
frequency mutually agreed with the landlord.

Management Take-over Fees: Negotiable depending on work  
required 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.

If you any questions on our fees, please ask a  
member of staff.

CLIENT MONEY PROTECTION: **propertymark**  
[www.propertymark.co.uk](http://www.propertymark.co.uk)

INDEPENDENT REDRESS: **The Property Ombudsman**  
[www.tpos.co.uk](http://www.tpos.co.uk)



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