Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenancy Find: 90% of rent (inc. VAT)	Rent collection: 6% of rent (inc. VAT)	Fully Managed: 12% of rent (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 the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Carry out profressional photography + floorplan	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings - as appropriate	✓	✓	✓
Tenant find service	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
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			✓
Serve a section 13 notice to increase the rent			✓
Arrange routine repairs and instruct approved contractors			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

HOME + CASTLE

V: MAY26

Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

HOME + CASTLE

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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) £144 (inc. VAT) per tenancy.
- Gas Safety Certificate (GSC) £108 (inc. VAT) per tenancy. Gas safety with boiler service £114 (inc. VAT) per tenancy.
- Electrical Installation Condition Report (EICR) £216-£320 (inc. VAT) per tenancy - dependent on bedrooms.
- Portable Appliance Testing (PAT) £120 (inc. VAT) per tenancy
- Inventory / schedule of condition £140 - £245 (inc. vat) per property - dependent on amount of bedrooms.
- Legionella risk assessment £320 (inc. VAT) per tenancy
- Installing smoke alarms £60 (inc. VAT) per tenancy per alarm, then £30 (inc. VAT) for each additional alarm.
- Installing carbon monoxide alarms £60 (inc. VAT) per tenancy per alarm, then £30 (inc. VAT) for each additional alarm.
- Testing smoke alarms and carbon monoxide detectors on the first day of the tenancy £30 (inc. VAT) per tenancy
- Handling local authority licensing application £360 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up fees: 90% of the first months rent (inc. VAT) per tenancy. Referencing for up to two tenants (ID and Sanctions 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.

Accompanied check-in fees (non managed properties): £75 (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): £500 (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.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark cmp Client Money Protection

INDEPENDENT REDRESS:

www.tpos.co.uk

The Property Ombudsman

Landlord fees schedule

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DURING TENANCY FEES

Additional property visits: (non managed properties): £72 (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: (non managed properties): £90 (inc. VAT) per tenancy.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Right-to-rent follow-up check: (non managed properties): £60 (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 service.

Landlord withdrawal fees (during tenancy): £180 (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), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-find service.

Contractor commission: 12% of contractors invoice (inc. VAT). Contractor commission, to cover costs of vetting, overseeing and managing project works over £500 ensuring works are carried out to the specification.

END OF TENANCY FEES

Check-out Fees: £140 - £245 (inc. VAT) per tenancy - dependent on amount of bedrooms. Attending the property to undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy deposit dispute fee: £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.

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FINANCIAL CHARGES

Submission of non-resident Landlords receipts to HMRC £60 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC reporting fees: £60 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC.

OTHER FEES AND CHARGES

Vacant property management fees: £60 (inc. VAT) per visit. 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: £180 (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 tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit transfer fees: (non managed fees): £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.

Fees for the service of legal notices: £120 (inc. VAT) per notice.

Court attendance fees: £150 (inc. VAT) per hour.

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