

Schedule of Fees

Landlord Service Fees

All fees below are subject to VAT unless stated otherwise.

Service Level	Fee
Premium Compliance Managed	15% + VAT
Managed	10% + VAT
Rent Collection	6% + VAT
Let Only	£600.00 + VAT (£720.00 Inc VAT)

Fees and charges may apply in accordance with the service level selected.

	Premium Compliance Managed 	Managed 	Rent Collection 	Tenant Find 
Pre-tenancy				
Rental appraisal We will assess the letting potential of your property and suggest a realistic rental value. We will recommend any essential works required to achieve a quick let.	✓	✓	✓	✓
Energy Performance Certificate We will check if your property has a compliant Energy Performance Certificate (EPC), and we can arrange one on your behalf, as necessary, prior to starting marketing.	✓	✓	✓	✓
Property marketing We will promote your property widely, including internet advertising and matching to applicants on our database. We'll write a description in language that appeals to renters, take photographs and, at your option, provide a floor plan. We'll also erect a 'To Let' board.	✓	✓	✓	✓
Accompanied viewings and feedback We will accompany all viewings where possible, making sure that these are scheduled at times to suit if you are in residence, and provide honest feedback. We will showcase the features of your property to maximize its rental appeal.	✓	✓	✓	✓
Tenant referencing We will assess applicants by running identity checks, employment checks, fraud/default database checks and obtaining a credit score. We take up current landlord references (where available) and obtain proof of income.	✓	✓	✓	✓
Right to Rent checks We will check the official documents of all adults (aged 18 years and over) who will be residing at the property to ensure that they have the right to live in the UK.	✓	✓	✓	✓
Tenancy agreement We will draw up a professional tenancy agreement to suit the circumstances of the let. We will prepare an appropriate assured periodic tenancy agreement in line with current legislation and the circumstances of the let.	✓	✓	✓	✓

Gas safety record We will have every gas appliance at the property (including LPG fired) checked at the start of the tenancy by a Gas Safe registered engineer.	✓	✓	✓	✓
Electrical testing We will arrange an Electrical Installation Condition Report and a Portable Appliance Test before the start of the tenancy, and we can arrange to carry out any essential work.	✓	✓	✓	✓
Repairs / Maintenance if required Access to our experienced tradesmen to carry out any repairs prior to letting the property or renovations if required.	✓	✓	✗	✗
Smoke alarms and carbon monoxide detectors We will check that the correct detectors are installed and that they are working at the start of every new tenancy.	✓	✓	✓	✓
Legionella risk assessment We will arrange a risk assessment. If a risk is identified, we can arrange essential works to minimise the risk to the tenant.	✓	✓	✓	✓

Start of tenancy				
Signing the agreement Once the tenant signs the tenancy agreement we will forward a copy for your records. We will receive the first payment of rent as cleared funds. If a guarantor is required, we will ensure that a legally binding guarantor agreement has been entered into.	✓	✓	✓	✓
Security deposit – Deposit Protection Service (DPS) We will take a security deposit in cleared funds and lodge it with a government approved scheme within the statutory time period. We will provide your tenant with the prescribed information regarding how their money is being protected.	✓	✓	✓	✓
Inventory and Schedule of condition We will prepare an Inventory and Schedule of condition of the property at the start of every new tenancy which will include utility meter readings.	✓	✓	✗	✗
Utilities We will contact the utility suppliers to pass on property occupation dates and meter readings. We will also contact the local council tax authority to ensure that its billing records are accurate.	✓	✓	✗	✗
Accompanied check-in We will arrange an accompanied check-in at the property on the commencement of the tenancy.	✓	✓	✗	✗

During tenancy				
Rent payment and statements We will account to you for the rent received, less outgoings and our fees, accompanied by a statement. We will always transfer the rent we receive into your account within 5 bank working days.	✓	✓	✓	✗
Tenancy continuation, variation and documentation Where required, we will prepare and arrange appropriate tenancy documentation, variations, rent review notices, and related correspondence in line with current legislation.	✓	✓	✓	✗
Rent review We will review the rent annually and, where instructed, prepare and serve the appropriate statutory rent increase notice, including Form 4A where applicable. The notice must comply with the required notice period and tenancy period rules.	✓	✓	✗	✗
Right to Rent re-check service As necessary, we will conduct a check of your tenant's Right to Rent status, as required by the law.	✓	✓	✗	✗
Regular property visits and reports We will arrange to visit the property regularly (at least two visits per annum for managed and three visits for premium managed) and provide you with a full report of our visit. We will suggest essential maintenance or make other observations and recommendations, as necessary.	✓	✓	✗	✗
Gas safety record renewal We will arrange for the annual gas safety inspection and record renewal.	✓	✓	✗	✗
Tenancy matters We will act as the tenant's day-to-day point of contact for all matters arising during the tenancy. We will provide an online facility for your tenant to report maintenance issues.	✓	✓	✗	✗
Routine maintenance We may instruct approved contractors to attend the Property where maintenance is required. Where possible, we will provide updates, estimates, invoices, and photographs or confirmation of completion. Emergency works may be instructed without prior approval where necessary to protect the Property, comply with legal obligations, or prevent further loss or damage.	✓	✓	✗	✗
Works over agreed spend limit For works over an agreed spend limit, we will arrange at least two competitive estimates for your consideration. We will confirm when the works have been completed and we will inspect and take photographs of the works on our next property visit.	✓	✓	✗	✗
Out of hours emergency We provide 24/7 online support to help your tenant deal with emergencies at the property which occur outside of normal office hours.	✓	✓	✗	✗
Payment of contractors' invoices We will raise contractors' invoices in your name and settle them by deduction from rental income. For more extensive works we will ask for a pre-payment to hold on your account.	✓	✓	✗	✗

Rent & Legal Protection We will arrange a Rent and Legal Protection policy appropriate to each tenancy's circumstances. Further details of the applicable terms and conditions are attached.	✓	✗	✗	✗
Eviction of unauthorised occupants We will assist with action to legally remove unauthorised occupants from your property subject to statutory legal process.	✓	✗	✗	✗
HMRC compliance At your request, we will issue a summary statement showing all receipts and outgoings, for your annual tax return.	✓	✓	✗	✗
Non-UK residents accounting to HMRC If you are non-UK resident for tax purposes and have not obtained approval to receive rent without deduction of UK income tax, then by Law, we will retain the tax element and pay over to HMRC on your behalf.	✓	✓	✓	✗

Compliance Management

Compliance record keeping We will maintain a compliance record for the property, including Gas Safety Certificate, EICR, EPC, smoke alarm/carbon monoxide requirements, deposit protection records, Right to Rent checks and tenancy documentation.	✓	✓	✓	✗
Compliance renewal reminders We will monitor key compliance dates and notify the Landlord where certificates, inspections or documents are due for renewal.	✓	✓	✗	✗

End of Tenancy

Arranging deposit return At the end of the tenancy, we will arrange for the return of the deposit less any agreed deductions.	✓	✓	✗	✗
Check out inspection We will arrange to inspect and compile a schedule of condition at the end of the tenancy identifying items which fall outside of normal "wear and tear" and may form a claim against the tenant's security deposit.	✓	✓	✗	✗
Damage dispute negotiation We will advise on the strength of any claim against the tenant's security deposit and will liaise between you and your tenant in the event of a dispute to negotiate an acceptable resolution.	✓	✓	✗	✗
Damage dispute adjudication If there is a dispute, we will refer the matter to the relevant deposit scheme for independent review. We will prepare relevant documentation for the adjudication process.	✓	✓	✗	✗
Utility switching We will inform utility companies and local council tax authority of the end of tenancy.	✓	✓	✗	✗