

# LANDLORD FEES SCHEDULE

# LANDLORD FEES SCHEDULE

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

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 9.6% of rent (inc. VAT)	Assisted Management: 12% of rent (inc. VAT)	Full Management: 15% of rent (inc. VAT)
Visit the property and agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory and legal provisions and lettings consents	✓	✓	✓
Advise on refurbishment requirements and arrange if required	✓	✓	✓
Photograph property and produce accurate floor plans	✓	✓	✓
Generate window displays and property brochures for advertising	✓	✓	✓
Market the property in local office	✓	✓	✓
Advertise the property on relevant websites and portals	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990	✓	✓	✓
Contact prospective tenants from our lettings database	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find prospective tenants and agree terms	✓	✓	✓
Provide prospective tenants with legal documents required under current legislation	✓	✓	✓
Gain previous landlord and current employment references from prospective tenants (up to two tenants)	✓	✓	✓
Perform credit checks on prospective tenants and guarantors	✓	✓	✓
Obtain Right to Rent Status and hold copies of relevant documents for prospective tenants	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Create tenancy agreement and have signed by relevant parties	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Collect Deposit	✓	✓	✓
Agree deposit handling process and action accordingly	✓	✓	✓
Provide tenants with contact details and method of payment	✓	✓	✓

# LANDLORD FEES SCHEDULE

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

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 9.6% of rent (inc. VAT)	Assisted Management: 12% of rent (inc. VAT)	Fully managed: 15% of rent (inc. VAT)
Deduct any pre-tenancy invoices	✓	✓	✓
Advice on HMRC procedures and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advice all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method to deductions	✓	✓	✓
Provide copies of signed tenancy agreements to relevant parties	✓	✓	✓
Provide tenancy documents to relevant parties (varies depending on service level)	✓	✓	✓
Arrange payments for statutory requirements		✓	✓
Completion of Property Information Booklet		✓	✓
Register tenancy on secure management and accountancy software		✓	✓
Collection and remittance of monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears action		✓	✓
Undertake two routine visits per annum and notify the landlord of the outcome		✓	✓
Provide advice on repair requests		✓	✓
Arrangement of contractor access		✓	✓
Maintain legally required safety and performance certificates		✓	✓
Ensure exchange of property related correspondence (from freeholders, governing bodies etc.)		✓	✓
Handling and mediation of any breach during the tenancy		✓	✓
Serving of section 21 notice		✓	✓
Collection of keys upon tenancy ending		✓	✓
Stored information removal as per GDPR guidelines		✓	✓
Provide advice on property vacancy in relation to reletting or property sale		✓	✓



# LANDLORD FEES SCHEDULE

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

## LEVELS OF SERVICE OFFERED:

	<b>Tenant Find: 9.6% of rent (inc. VAT)</b>	<b>Assisted Management: 12% of rent (inc. VAT)</b>	<b>Fully managed: 15% of rent (inc. VAT)</b>
Unlimited tenant referencing			✓
Deposit Registration with Government-authorised Scheme			✓
Accompanied Check In			✓
Undertake a third and fourth routine inspection visit per annum and notify the landlord of the outcome			✓
Annual rent review based on market conditions			✓
Agreement of terms for rent increases			✓
Tenancy renewal and amendments			✓
Right to Rent follow up checks upon expiry of visas and liase with the Home Office			✓
Free Landlord withdrawal (Subject to a minimum 3 year tenancy)			✓
Accompanied Check Out including deposit negotiation			✓
Handle end of tenancy dispute associated with deposit schemes			✓
Preparation of Court paperwork under Section 21 Notice			✓
Arranging repairs and vetting of tradespeople			✓
Submission of Quarterly Non Resident Landlords receipts to HMRC			✓
Any additional HMRC reporting			✓
Provision of an annual income and expenditure schedule			✓
Same day payments made upon request			✓
Visiting vacant properties to inspect internal and external			✓
Holding of spare keys within our offices			✓
Taking over of existing management tenancies			✓
Deposit Transfers upon request			✓

# LANDLORD FEES SCHEDULE



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

## 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): £84.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR): £79.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) and installing Smoke Alarms and Carbon Monoxide detectors: £125.20 (inc. VAT)
- Electrical Installation Condition Report (EICR): £120.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT): £120.00 (inc. VAT) per tenancy
- Legionella Risk Assessment: £18.00 (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: FREE
- Handling local authority licensing application: £240.00 (inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy: £12.00 (inc. VAT) per tenancy

### START OF TENANCY FEES (TENANT FIND AND ASSISTED MANAGEMENT SERVICES)

Set-up Fees: FREE. 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: £36.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: FREE.

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

Permitted Occupier Fees: FREE.

Explaining to any permitted occupier their rights and responsibilities the landlord.

Deposit Registration Fees (where collected): £36.00 (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.

Accompanied Check-in Fees: £36.00 (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.

### START OF TENANCY (ALL SERVICE LEVELS)

Inventory Fees: £225.00 per property up to two bedrooms. A quote can be provided for any larger properties.

Rent Guarantee Insurance: from £120.00. Full details on request.

Landlord Withdrawal Fees (before move-in): £400.00 (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.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

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

**propertymark**

### INDEPENDENT REDRESS:

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





# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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

### DURING TENANCY FEES (TENANT FIND AND ASSISTED MANAGEMENT SERVICES)

Additional Property Visits: £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:

AST tenancy - £36.00 (inc. VAT) per tenancy.  
Regulated tenancy - £120.00 (inc. VAT) per tenancy.  
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: £120.00 (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: £36.00 (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): £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 (TENANT FIND AND ASSISTED MANAGEMENT SERVICES)

Check-out Fees: £60.00 (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: £120.00 (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 Section 21 Notices beyond original tenancy term: £30.00 (inc. VAT) per notice.

Preparation of Court Paperwork for eviction under Section 21 Notice: £355.00 (inc. VAT) per tenancy.

### EVICITION PROCESS (ALL SERVICE LEVELS)

Fees for the service of Section 8 Legal Notices: £132.00 (inc. VAT) per Notice.

Preparation of Court Paperwork for eviction under Section 8 Notice: Subject to specific case details, to be agreed upon prior to actioning.

Court Attendance Fees: £25.00 (inc. VAT) per hour.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

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

**propertymark**

### INDEPENDENT REDRESS:

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



# LANDLORD FEES SCHEDULE

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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

### FINANCIAL CHARGES (ALL SERVICE LEVELS)

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

### FINANCIAL CHARGES (TENANT FIND AND ASSISTED MANAGEMENT SERVICES)

Contractor Commission: 10% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £60.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £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: £60.00 (inc. VAT) annually.

Same-Day Payment Fees: £6.00 (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 (ALL SERVICE LEVELS)

Arrangement Fees for refurbishments over £2000.00: 12 % 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.

### OTHER FEES AND CHARGES (TENANT FIND AND ASSISTED MANAGEMENT SERVICES)

Vacant Property Management Fees: £24.00 (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: £120.00 (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 security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £60.00 (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.

### HMO FEES (ALL SERVICE LEVELS)

All HMO fees are bespoke given their nature. Contact our team to discuss.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

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

**propertymark**

### INDEPENDENT REDRESS:

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

