



LANDLORD FEES SCHEDULE

www.countylettings.com

	LEVELS OF SERVICE OFFERED		
	Tenant Find: 60% of 1 st months rent (inc VAT)	Rent Collection: 8% of rent (inc VAT)	Fully Managed: 10% of rent (inc VAT)
PLEASE ASK A MEMBER OF STAFF IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES.			
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	✓	✓	✓
Advise relevant Council Tax Authority of any changes	✓	✓	✓
Hold keys throughout the tenancy term	✓	✓	✓
Demand, Collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake quarterly property visits per annum			✓
Arrange routine repairs and instruct approved contractors			✓
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) £100.00 (inc.VAT) per tenancy.

Gas Safety Certificate (GSR) £70.00 (inc VAT) per tenancy.

Installing Smoke alarms and Carbon monoxide £45.00 (inc. VAT) for one alarm, additional alarms fitted £30 per alarm. If alarm fitted during separate appointment £55.00 per alarm.

START OF TENANCY FEES

Set-up Fees: £350.00 (inc. VAT) per tenancy. 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.

Guarantor Fees: £60.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (where collected): £42.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed information within 30 days of the tenancy start date.

Inventory Fees: See Inventory Schedule. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): 75% of the first months rent (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: £50.00 (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.

Renewal Fees: £150.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and drawing up new contract and arranging for the signing of the new tenancy agreement.

Right-to-Rent Follow-Up Check: £50.00 (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 over-stayer be identified. This does not apply to a Tenant Find service.

Landlord Withdrawal Fees (during tenancy): £500.00 (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 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 £900.00: 10% of net costs (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.

END OF TENANCY FEES

Check-out Fees: £120.00 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £60.00 (inc. VAT) per Notice.

FINANCIAL CHARGES

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

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

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: £25.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £900.00: 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.

Vacant Property Management Fees: £50.00 (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.

CLIENT MONEY PROTECTION: PROPERTYMARK

www.propertymark.co.uk

**INDEPENDENT REDRESS:
THE PROPERTY OMBUDSMAN**