

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 60% of 1st month's rent (+ VAT)	Rent Collection: 60% of 1st months rent (VAT) 5% PCM (+ VAT) thereafter	Fully Managed: 11% PCM (+ VAT)
Valuable Local Knowledge & Independent Personal Service	✓	✓	✓
Achievable rental valuation	✓	✓	✓
Arrange LGSR, EICR & EPC (variable cost)	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Market the property and advertise	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Arrange check in inventory (fixed cost)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Advise all relevant utility providers and local authority	✓	✓	✓
Comprehensive referencing for applicants/guarantors (variable cost)	✓	✓	✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Annual rent Increases (fixed cost)		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and report to the landlord & tenant			✓
Arrange routine repairs and instruct approved contractors (providing two quotes)			✓
Deposit collection & deposit protection (fixed cost)			✓
Hold keys securely throughout the tenancy term			✓
Tenancy Deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance. If not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC)
(independent contractor charge)
- Landlord Gas Safety Record (LGSR)
(independent contractor charge)
- Electrical Installation Condition Report (EICR)
(independent contractor charge)
- Portable Appliance Testing (PAT)
(independent contractor charge)
- Legionnaires Risk Assessment (LRA)
(independent contractor charge)
- Installing Smoke alarms and Carbon Monoxide
(independent contractor charge)
- Inventory & Schedule of Condition Report - Price + VAT
- Studio - Unfurnished - £65.00 + £13.00 = £78.00
Furnished £85.00 + £17.00 = £102.00
- 1 Bedroom - Unfurnished - £85.00 + £17.00 = £102.00
Furnished - £105.00 + £21.00 = £126.00
- 2 Bedrooms - Unfurnished - £120.00 + £24.00 = £144.00
Furnished - £165.00 + £33.00 = £198.00
- 3 Bedrooms - Unfurnished - £130.00 + £26.00 = £156.00
Furnished £185.00 + £37.00 = £220.00
- 4 Bedrooms - Unfurnished - £140.00 + £28.00 = £168.00
Furnished - £205.00 + £41.00 = £246.00
- 5 Bedrooms - Unfurnished - £160.00 + £32.00 = £192.00
Furnished - £235.00 + £47.00 = £282.00

START OF TENANCY FEES

- Full Reference per applicant - Price + VAT
£90.00 + VAT (£18.00) = £108.00
- Reference per applicant thereafter or Guarantor Price + VAT
£90.00 + VAT (£18.00) = £108.00
- Deposit Registration Fee - Price + VAT
£60.00 + 12.00 = £72.00 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.
- Landlord Withdrawal Fees (before move-in) - Price + VAT
£250.00 + £50.00 = £300.00 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:



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INDEPENDENT REDRESS:



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DURING TENANCY FEES

- Additional Property Visits: Price + VAT

Studio - Unfurnished - £30.00 + £6.00 = £36.00

1 Bedroom - Unfurnished - £35.00 + £7.00 = £42.00

2 Bedrooms - Unfurnished - £40.00 + £8.00 = £48.00

3 Bedrooms - Unfurnished - £45.00 + £9.00 = £54.00

4 Bedrooms - Unfurnished - £50.00 + £10.00 = £60.00

5 Bedrooms - Unfurnished - £60.00 + £12.00 = £72.00

- Rent Review Fees: Price + VAT

£30.00 + £6.00 = £36.00

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: Price + VAT

£30.00 + £6.00 = £36.00

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):

1 months rent + VAT

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.

- Property Access Arrangement Fees - Price + VAT

£60.00 + £12.00 = £72.00 will be charged for arranging access

- Obtaining more than two contractor quotes: Price + VAT

£60.00 + £12.00 = £72.00 per quote.

Fully Managed Service only.

END OF TENANCY FEES

- Check-out Fees: Tenant Find and Rent Collection Service only

£120.00 + £24.00 = £144.00 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 Deposit Dispute Fee: Price + VAT

£120.00 + £24.00 = £144.00 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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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

- Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.
- Fees for providing an Annual Income and Expenditure Schedule upon request: Price + VAT
£30.00 + £6.00 = £36.00 (emailed)

OTHER FEES AND CHARGES

- Deposit Transfer Fees: Price + VAT
£60.00 + £12.00 = £72.00 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.
- Redirection of mail - Price + VAT
£10.00 + £2.00 = £12.00
- Duplicating & testing of keys - Price + VAT
£15.00 + £3.00 = £18.00
- Fees for the service of Legal Notices: Price + VAT
£60.00 + £12.00 = £72.00 per Notice.
- Copies of Inventory & Schedule of Condition - Price + VAT
£60.00 + £12.00 = £72.00 - Hard copy
£30.00 + £6.00 = £36.00 - Emailed copy

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