

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

	Let & Rent collection: 12% of rent (inc. VAT)	Standard Fully Managed: 14.4% of rent (inc. VAT)	VIP Exclusive Fully Managed: 18% of rent (inc. VAT)
Agree the rental value & advise on refurbishment requirements	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Prepare marketing material (online listing, PDF brochure, photos, video slideshow)	✓	✓	✓
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)	✓	✓	✓
Tenants find and tenancy negotiation, Right to Rent Checks, References (up to 2 tenants), Tenancy Agreement, Deposit	✓	✓	✓
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	✓	✓	✓
Demand, collect and remit the monthly rent	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Check in incl testing smoke alarms & carbon monoxide detectors		✓	✓
Undertake two routine visits per annum and notify the outcome to -additional inspections available at £42 incl VAT per inspection		✓	✓
Arrange routine repairs & instruct approved contractors (up to 2 quotes provided). Any additional quote charged at £50 incl VAT		✓	✓
Carrying out a full property inspection and check out at the end of the tenancy		✓	✓
Security Deposit dilapidation negotiations		✓	✓

Legal & Rent Protection			✓
Court Attendance if Required			✓
Full Photographic Inventory & Schedule of Condition			✓
Energy performance certificate (EPC)	£75	£75	£75
Gas Safety Certificate (GSC)	From £95	From £95	From £95
Electrical Installation Condition Report (EICR)	From £180	From £180	From £180
Portable Appliance Testing (PAT)	From £50	From £50	From £50
Legionella Risk Assessment	£95	£95	£95

SET UP FEES FULLY MANAGED, LET & RENT COLLECTION SERVICE: £600 (inc. VAT) per tenancy. Referencing for up to 2 tenants or 1 tenant and 1 guarantor (if included on initial application). It includes preparing a Deed of Guarantee for the guarantor if applicable (as part of the Tenancy Agreement). Guarantor Fees: £50 (inc. VAT) per any additional guarantor or if there is a guarantor for 2 or more tenants.

Covering guarantor's credit check and referencing.

Deposit Registration Fees (where collected):£100 (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.

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

Check In + Declaration

Accompanied Check-in Fees. This service included in our fully managed service.

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.

Property Type	Unfurnished	Furnished
Room	£50.00	£60.00
Studio	£75.00	£85.00
1 Bed	£85.00	£100.00
2 Bed	£100.00	£105.00
3 Bed	£105.00	£120.00
4 Bed	£140.00	£150.00
5 Bed	£150.00	£185.00

Landlord Withdrawal Fees (before move-in): £600 (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.

Legal Protection (protected rent insurance + eviction legal cost cover) £25.00 per month (let only payable for the full rental period upfront)

FURTHER SERVICES PROVIDED:

HMO FULLY MANAGED SERVICE:

The service provided is equivalent to VIP Exclusive Fully Managed + Visual inspections of communal areas incl. fire safety alarms check monthly. Legal Protection and inventory are not included.

Monthly management fee - 18% inc. VAT

Set up fee (each new tenancy): £270 inc. VAT

Fire Safety Training (each new tenancy): £42 inc. VAT

Please note before we can provide this service we will require to have been provided with a copy of the Energy Performance Certificate, Electrical Installation Condition Report, and a Gas safety Record. If

TENANT FIND ONLY

If you want us to only provide a service to procure a tenant and then carry out the ongoing management yourself, our fee to find and reference tenant(s), prepare and complete all the legal paperwork, prepare the tenancy documentation and collect first month rent + deposit is equivalent to 1 month rent + VAT. I.e. if rent is £1,000 per month, tenant find fee would be £1,200 inc. VAT.

Please note that before we can provide this service we will require to have been provided with a copy of the Energy Performance Certificate, Electrical Installation Condition Report, and a Gas safety Record. If for any reason the deposit is paid to ourselves we will require proof that the deposit has been protected before we can pass this over to you.

This does not include deposit registration fees, deposit dilapidation negotiations, deposit dispute processing, check in, check out or inventory.

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) £75 (inc. VAT) per tenancy
- Gas Safety Certificate (GSC) from £95 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) from £180 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) from £50 (inc. VAT) per tenancy
- Legionella Risk Assessment £95 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide from £100 (inc. VAT) per tenancy
- Handling local authority licensing application £500 (inc. VAT) per property

DURING TENANCY FEES

Additional Property Visits: £42(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: £60 (inc. VAT) per tenancy. Included in Rent Collection and Fully Managed Services. 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 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Let only landlords: renewal fee is payable upon Distinct EA Ltd issuing invoice. Once the invoice is settled , we will prepare renewal tenancy agreement and issue all relevant documentation as required by law.

Right-to-Rent Follow-Up Check: £60 (inc. VAT) per check. Included at Rent Collection and Fully Managed Services. 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): The fee is the equivalent of six months of management fee; subject to minimum fee of £1080 incl.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

Check-out Fees: Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. Included in all fully managed service contracts. This service can be carried out either by our trained staff or by an independent Inventory clerk.

INVENTORY CHARGES:

Property Type	Unfurnished	Furnished
Room only	£50.00	£60.00
Communal areas HMO	£50.00	£60.00
Studio	£100.00	£130.00
1 Bed	£120.00	£150.00
2 Bed	£135.00	£160.00
3 Bed	£150.00	£170.00
4 Bed	£195.00	£210.00
5 Bed	£225.00	£250.00

Tenancy Dispute Fee: £180 (inc. VAT) per tenancy. Included in all fully managed service contracts.

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 Legal Notices (Section 8 or Section 21): £420 (inc. VAT) per Notice. Included in Fully Managed Services.

Court Attendance Fees: £450 (inc. VAT) per day. Included in VIP Exclusive Fully Managed Service.

Service of the notices and court attendance may be carried out by an experienced landlord and tenant law solicitor.

FINANCIAL CHARGES

Interest on Unpaid Commission: 5% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £100(inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £100 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord, their accountant, financial advisor or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £25 (inc. VAT) annually. Included in fully managed and rent collection services.

Same-Day Payment Fees: £30 (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

Arrangement Fees for works over £500: 12% (incl VAT) of net cost. 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. Fully Managed service only.

Obtaining more than three contractor quotes: £50 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £30 (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 as required. This could be a requirement of the landlord's insurance policy.

Management Take-over Fees: £250 (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: £100 (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.

Landlord Withdrawal Fee (upon introduction of a tenant): Fee equivalent to the tenant find (for let only) or tenancy set up fee for fully managed or let & rent collection service is payable by the Landlord to the Agent should the Landlord withdraw from the agreement and the tenancy upon introduction of a tenant).

INVENTORY CHARGES:

Property Type	Unfurnished	Furnished
Room + communal	£70.00	£80.00
Studio	£100.00	£130.00
1 Bed	£120.00	£150.00
2 Bed	£135.00	£160.00
3 Bed	£150.00	£170.00
4 Bed	£195.00	£210.00
5 Bed	£225.00	£250.00

HMO: brand new inventory of a whole house = cost as above (i.e. 5 bedroom, furnished HMO inventory cost = £250 inc. VAT).

CLIENT MONEY PROTECTION:
www.propertymark.co.uk



INDEPENDENT REDRESS:
www.tpos.co.uk

