

# LANDLORD FEES SCHEDULE 2024



## Rent Collection only Service

Upfront Cost £1,200.00 (Inc VAT) For Any Sized Property	Service includes
<p><b>9.6% (inclusive of VAT) of Rent</b></p> <p>Example of calculation: If total rent amount is £1,000.00 then 9.6% of the rent total will be = £96.00 Inclusive of VAT</p>	<ul style="list-style-type: none"> <li>• Finding suitable tenants</li> <li>• Acquire full reference report for each adult applicant</li> <li>• Preparation &amp; completion of the tenancy agreement</li> <li>• Rent Guarantee &amp; Legal cover (for the First Year)</li> <li>• Registering the Deposit Protection</li> </ul>

## Management Only Service

Upfront Cost £1,400.00 (Inc VAT) For Any Sized Property	Service includes
<p><b>12% (inclusive of VAT) of Rent</b></p> <p>Example of calculation: If total rent amount is £1,000.00 then 12% of the rent total will be = £120.00 Inclusive of VAT</p>	<ul style="list-style-type: none"> <li>• Finding suitable tenants</li> <li>• Acquire full reference report for each adult applicant</li> <li>• Preparation &amp; completion of the tenancy agreement.</li> <li>• Rent Guarantee &amp; Legal cover (for the First Year)</li> <li>• Registering the Deposit Protection</li> <li>• Schedule of condition – check in report</li> <li>• Property inspections &amp; photographic reports (2 inspections per annum).</li> </ul>

## Fully Comprehensive Management Service

No upfront Cost for Any Sized Property	Service includes
<p><b>21% (inclusive of VAT) of Rent</b></p> <p>Example of calculation: If total rent amount is £1,000.00 then 21% of the rent total will be = £210.00 Inclusive of VAT</p> <p><b>(There is a minimum term of 12 months that applies to all the services included)</b></p>	<ul style="list-style-type: none"> <li>• Finding suitable tenants</li> <li>• Acquire full reference report for each adult applicant</li> <li>• Preparation &amp; completion of the tenancy agreement</li> <li>• Rent Guarantee &amp; Legal cover (for the First Year)</li> <li>• Registering the Deposit Protection</li> <li>• Schedule of condition – check in report</li> <li>• Property inspections &amp; photographic reports (2 inspections per annum).</li> </ul>

## Tenant finding Service Only

		Service includes
1 Bed Flat/Studio	£1,200.00 (Inc VAT)	<ul style="list-style-type: none"> <li>• Advertising your property on major portals</li> <li>• Carrying out unlimited viewings</li> <li>• Screening &amp; selecting prospective tenants</li> <li>• Acquire full reference report for each adult applicant</li> <li>• Taking up references, credit &amp; right to rent checks</li> <li>• Collection of first advance rental &amp; security deposit.</li> <li>• Preparation &amp; completion of the tenancy agreement &amp; supporting legal documents.</li> </ul>
2 Bed Flat/House	£1,500.00 (Inc VAT)	
3 Bed Flat/House	£1,800.00 (Inc VAT)	
4 Bed Flat/House	£2,000.00 (Inc VAT)	
5 Bed House	£2,200.00 (Inc VAT)	

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ADDITIONAL NON-OPTIONAL  
FEES AND CHARGES

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## PRE-TENANCY FEES

<p><b>Gas Safety Certificate</b></p> <p><b>£108.00 (Inc. VAT)</b></p>	<p><b>Energy Performance Certificate (EPC)</b></p> <p><b>£96.00 (Inc. VAT)</b></p>
<p><b>Legionella Risk Assessment &amp; Certificate</b></p> <p>Please contact office for contractor quotation</p>	<p><b>Electrical Installation Condition Report</b></p> <p>Please contact office for contractor quotation</p>
<p><b>Portable Appliance Testing (PAT)</b></p> <p>Please contact office for contractor quotation</p>	<p><b>Installing Smoke Alarms</b></p> <p>Please contact office for contractor quotation</p>
<p><b>Registration of Security Deposit</b></p> <p>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.</p> <p><b>£36.00 (Inc. VAT)</b></p>	<p><b>Landlord Withdrawal Fees (Before move-in)</b></p> <p>To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.</p> <p><b>£120.00 (Inc. VAT)</b></p>

## Check-in Fees (Accompanied / Unaccompanied)

1 bedroom / Studio	£210.00 (Inc. VAT)
2 bedrooms	£230.00 (Inc. VAT)
3 bedrooms	£250.00 (Inc. VAT)
4 bedrooms	£270.00 (Inc. VAT)
5 bedrooms	£330.00 (Inc. VAT)

- 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.
- Test that all smoke alarms and carbon monoxide detectors are present and in working order.

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### DURING TENANCIES

#### Additional Inspection Checks & Vacant Property checks

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property

**£200.00 (Inc. VAT) per visit**

#### New Tenancy Agreement & Renewals

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**£300.00 (Inc. VAT) per tenancy**

#### Deed of Assignment / Surrender of Tenancy for replacement tenants

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 tenant(s). This does not apply to a Tenant-Find service.

**£300.00 (Inc. VAT) per tenancy**

#### Obtaining Estimates & Co-Ordination of Works

Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

**Over £300.00 - 12 % of net cost (Inc. VAT)**  
 (Example of calculation: If estimate net cost amount is £300.00 then 12% of net cost = £60.00 Inc VAT)

#### Court Attendance Fees

**£150.00 (Inc. VAT) per hour**

#### Referencing for existing Tenancies

**£50.00 (Inc. VAT) per Tenant**  
**£50.00 (Inc. VAT) per Guarantor**

#### Check - out Inventory Report

**£200.00 (Inc. VAT)**

#### Serving of Section 21 hand delivered witnessed with photographic evidence

**£300.00 (Inc. VAT)**

#### Rent Guarantee Cover (12 months)

For monthly rental amounts between	Annual cost of Rent Guarantee Cover
Between £800.00 to £2,500.00 per month	£400.00 (Inclusive of VAT)
Between £2,501.00 to £3,000.00 per month	£450.00 (Inclusive of VAT)
Between £3,001.00 to £5,000.00 per month	£600.00 (Inclusive of VAT)

#### Tenancy Dispute Fee

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.

**£120.00 (Inc. VAT)**

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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### OTHER FEES & FINANCIAL CHARGES

<p><b>Submission of Non-Resident Landlord receipt to HMRC</b></p> <p>To remit and balance the financial Return to HMRC on both a quarterly and annual basis.</p> <p><b>£50.00 (Inc. VAT) quarterly</b></p>	<p><b>Obtaining More than three contractor quotes</b></p> <p>Fully Managed service only</p> <p><b>£60.00 (Inc. VAT)</b></p>
<p><b>Additional HMRC Reporting Fees</b></p> <p>Responding to any specific queries relation to either the quarterly or annual Return from either the landlord or HMRC</p> <p><b>£100.00 (Inc. VAT)</b></p>	<p><b>Management Take-Over Fees</b></p> <p>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.</p> <p><b>£300.00 (Inc. VAT)</b></p>
<p><b>Redirection of mail</b></p> <p><b>Cost of postage</b></p>	<p><b>Deposit Transfer Fees</b></p> <p>Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.</p> <p><b>£90.00 (Inc. VAT)</b></p>
<p><b>Giving access to the property &amp; supervise any individual/s &amp; contractor/s</b></p> <p>Should the landlord request for La Casa to attend the property and give access to any individual/s and contractor/s that wish to attend the property.</p> <p><b>£30.00 per hour (Inc. VAT)</b></p>	