



## Landlord Fees & Charges

Fees are displayed as a % of the total rent due under the tenancy & are payable in full, in advance. Management fees are payable monthly in line with the rent payment date. VAT is included (where applicable) & is charged at the current rate of 20%.

<b>LANDLORD FEES SCHEDULE</b>		
	<b>LETTINGS SERVICES OFFERED</b>	
<a href="http://www.iamrealestate.co.uk">www.iamrealestate.co.uk</a>	<b>Let Only</b>	<b>Let &amp; Managed</b>
	9.6% of Rent (Inc VAT)	15.6% of Rent (Inc VAT)
Free market rental appraisal & guidance	Yes	Yes
Advise on refurbishment requirements	Yes	Yes
Guidance on safety & legal issues	Yes	Yes
Coordinate safety records / certificates	Yes	Yes
Erect board outside property in accordance with Town & Country Planning Act 1990 (where possible)	Yes	Yes
Market the property & advertise on relevant portals	Yes	Yes
Introduce an applicant	Yes	Yes
Carry out accompanied viewings (as appropriate)	Yes	Yes
Find tenants & negotiate tenancy terms	Yes	Yes
Obtaining reference & credit checks	Yes	Yes
Collect & remit initial months' rent & deposit	Yes	Yes
Hold deposit in approved depository scheme	Yes	Yes
Advise on non-resident tax status and HMRC (if relevant)	Yes	Yes
Provide tenants with method of payment	Yes	Yes
Deduct any pre-tenancy invoices	Yes	Yes
Deduct commission / fees	Yes	Yes
Make any HMRC deduction & provide tenant with the NRL8 (if relevant)	Yes	Yes
Access to letting portal	Yes	Yes
Monthly rent collections & transfer of payments	No	Yes
Advise all relevant utility providers & local authority of any changes	No	Yes
Advise on non-payment of rent & provide advice on rent arrears actions	No	Yes
Agree collection of any shortfall rent & payment method	No	Yes
Demand, collect and remit the monthly rent	No	Yes

Undertake two routine visits per annum & notify the outcome to the landlord (*see additional charges)	No	Yes
Arrange routine repairs & instruct approved contractors up to £1,000 (* see additional charges above £1,000)	No	Yes
Renewal of safety records / certificates	No	Yes
Serve section 21 notice or notice to quit	No	Yes
Security Deposit dilapidation negotiations	No	Yes
Hold keys throughout the tenancy term	No	Yes
<b>ADDITIONAL NON-OPTIONAL FEES &amp; CHARGES*^</b>		
Energy Performance Certificate (EPC)		£35.00
Gas Safety Certificate (GSR)		£35.00
Electrical Installation Condition Report (EICR)		£35.00
Portable Appliance Testing (PAT)		£25.00
Legionella Risk Assessment		£50.00
Installing Smoke alarms and Carbon Monoxide		£35.00
Heat Alarm		£35.00
Handling local authority licensing application HMO		£300.00
Handling local authority licensing application non-HMO		£150.00
Landlord withdrawal fees (before move in)		£600.00
*Pre-Tenancy Fees - applicable to all service levels. Arranging & facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord.		NA
^Management fees continue on a monthly basis in line with the property not the tenancy		NA
<b>OPTIONAL OR ADDITIONAL CHARGES</b>		
Tenancy agreement set up (AST)		£450.00
Tenancy renewal agreement (AST)		£300.00
Tenancy agreement set up (non-AST)		£300.00
Tenancy renewal agreement (non-AST)		£300.00
Tenancy amendment one off charge		£100.00
Right to rent follow up check		£35.00
Change of sharers		£50.00
Tenancy deposit registration		£50.00
Tenancy deposit registration (after initial 12 months)		£30.00
Tenancy deposit claim preparation (non-managed property)		£200.00
Serving legal notices - Section 8 or 21 (non-managed property)		£150.00
Arrangement & supervision for works over £1,000 (% of net invoiced cost)		10%
Inventory & Check In (1 to 3 bedrooms)		£185.00
Inventory & Check In (4 to 5 bedrooms)		£245.00
Inventory & Check In (6+ bedrooms)		POA
Inventory Check Out		£130.00

Property inspections & report	£100.00
Key Cutting per set (excluding key cost)	£25.00
Wait time for contractors / deliveries etc	£35.00
Court attendance per hour (excludes expenses)	£75.00
Submission of non-resident landlord receipts to HMRC (each quarter)	£50.00
Additional HMRC reporting per request	£50.00
Annual income & expenditure schedule	£100.00
Obtaining more than 3 contractor quotes (per quote)	£25.00
Management take over fees per tenancy	£150.00
Interest on unpaid commission (% charged above base rate until paid)	10%

## **Tenant Fees & Charges**

### **Holding Deposit (per tenancy)**

#### **One week's rent.**

This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 5 calendar days (or other Deadline for Agreement as mutually agreed in writing).

### **Security Deposit (per tenancy rent under £50,000 per year)**

#### **Five weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

### **Security Deposit (per tenancy rent £50,000 or over per year)**

#### **Six weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy

### **Unpaid Rent**

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears

### **Lost Key(s) or other Security Device(s)**

Tenants are liable for the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s)

### **Variation of Contract (Tenant's Request)**

#### **£50 (inc. VAT) per agreed variation.**

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents

### **Change of Sharer (Tenant's Request)**

#### **£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.**

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

### **Early Termination (Tenant's Request)**

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

