

RESIDENTIAL LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED

| LEVELS OF SERVICE OFFERED | Tenant Find | Rent Collection Monthly Commission | Fully Managed Monthly Commission |
|---|---|---|--|
| Cost Of Services | 90% of the monthly rent Inc. VAT | 10.8% of rent Inc. VAT 9% exc. VAT | 13.2% of rent Inc. VAT 11% exc. VAT |
| Agree the rental value | ✓ | ✓ | ✓ |
| Provide guidance on compliance with statutory provisions and letting consents | ✓ | ✓ | ✓ |
| Provide advise on refurbishment requirements | ✓ | ✓ | ✓ |
| Collect and remit initial quarters/months rent | ✓ | ✓ | ✓ |
| Advise all utility providers with the new tenancy details and meter readings and advise the local authority in respect of the new occupiers for Council Tax purposes. | ✓ | ✓ | ✓ |
| Provide the Tenant with essential property information, statutory documents and rental payment arrangements. | ✓ | ✓ | ✓ |
| Undertake periodic property inspections and submit a report and recommendations to you. | | ✓ | ✓ |
| Demand, collect and remit the quarterly/monthly rent received, after agreed deductions. | | ✓ | ✓ |
| Pursue non-payment of rent and provide advice on rent arrears actions | | ✓ | ✓ |
| Negotiate dilapidation deductions from the security deposit at the end of the tenancy. | | ✓ | ✓ |
| Hold keys throughout the tenancy term | | ✓ | ✓ |
| Arrangement of payments for statutory requirements | | | ✓ |
| Arrange routine repairs and instruct approved contactors | | | ✓ |

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| ADDITIONAL FEES AND CHARGES | Tenant Find Inc. VAT | Rent Collection Inc. VAT | Fully Managed Inc. VAT |
|--|-------------------------|--------------------------------|--------------------------------|
| Set Up Fee: <ul style="list-style-type: none"> Market property and advertise on relevant portals Carry out accompanied viewings Identify suitable tenants To carry out referencing on potential tenants and guarantors to include ID checks, Right-to-Rent checks, financial credit checks, obtaining references from previous landlords (if applicable) and any other relevant information to assess affordability. To conduct contract negotiation, amending and agreeing terms and arranging the signing of tenancy agreement and guarantor agreements. | Not Available | 60% of the monthly rent agreed | 60% of the monthly rent agreed |
| Completing Tenancy Agreement: To provide a comprehensive legally binding tenancy agreement. | Included | £96.00 | £96.00 |
| Check in and Inventory/Schedule of Condition report: To complete a detailed condition report of the property prior to the start of the tenancy and check the tenant into the property. | £180.00 | £120.00 | £120.00 |
| Check Out Report at the end of Tenancy: To agree a check out date with the tenant. To provide a detailed report after the tenancy has ended for the benefit of settling the deposit. Return deposit as agreed with relevant parties. | £150.00 | £75.00 | £75.00 |
| Deposit Registration Fee: To register the Landlord and Tenant details and protect the security deposit in the Tenancy Deposit Scheme. To provide the Tenant with the Deposit Certificate and Prescribed Information. | £84.00 | £48.00 | £48.00 |
| Abortive Marketing Fee: If you withdraw the letting instructions after we have started to market the property. | £180.00 | £180.00 | £180.00 |

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| Cancellation Costs: If you do not proceed with the tenancy once a suitable Tenant has been introduced; there would also be a responsibility for reimbursing the cost of referencing the Tenant and returning the holding deposit. | | £180.00 | £180.00 | £180.00 |
| Arrangement Fees For Maintenance Works: For obtaining quotations from selected contractors, ensuring work is carried out in accordance with the specification of works and retaining any warranties or guarantees. | | Not Available | Not Available | 12% of net cost of works over £600.00 |
| Tenancy Renewals or Extensions: To negotiate a new fixed term with the Tenant or to place the tenancy into periodic and provide the relevant documentation. Update security deposit in the Tenancy Deposit Scheme. | 6 Month Renewal | £168.00 | £168.00 | £168.00 |
| | 12 Month Renewal | £300.00 | £300.00 | £300.00 |
| | Periodic | £168.00 | £168.00 | £168.00 |
| Rent Review: For providing rental advice, negotiating terms with the Tenant and serving the requisite notice to increase the rent, where periodic tenancy applies. | | £120.00 | £90.00 | £90.00 |
| Right To Rent follow up check: To ensure that where a tenants right to stay is subject to a visa, checks will be made to ensure it has been extended where necessary. | | £30.00 Per Occupier | £30.00 Per Occupier | £30.00 Per Occupier |
| Arrangement of a Gas Safety Certificate | | £30.00 | £30.00 | £30.00 |
| Reports, Inspections & Assessments: Arranging each of the following reports and assessments as required: <ul style="list-style-type: none"> • Electrical Installation Inspection • Gas Safety Certificate • PAT Testing • Fire Risk Assessments • Health & Safety Risk Assessments • Legionella Reports • Asbestos Reports | | £36.00 | £36.00 | £36.00 |

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| Annual Income & Expenditure Statement: | Not Available | £150.00 | £150.00 |
| Legal Representation: To prepare and refer a Landlord's case for action to a solicitor | Not Available | £102.00 | £102.00 |
| Court Proceedings: If we are required to represent you at a Court hearing for a claim against a Tenant. | Not Available | £60.00 Per Hour Min £180.00 | £60.00 Per Hour Min £180.00 |
| Serving of a Section 21 Notice: For the preparation and service of Section 21 / Form 6A notice seeking possession of a property. | £120.00 | £90.00 | £90.00 |
| Tenancy Deposit Dispute: For managing deposit disputes on your behalf, under the Tenancy Deposit Scheme and to prepare a case for adjudication. | £240.00 | £180.00 | £180.00 |
| Building Insurance Reappraisal: To carry out a reassessment of the estimated reinstatement value of the property for insurance purposes. | £138.00 | £138.00 | £138.00 |
| Vacant Property Inspection: To carry out an inspection of a vacant property for security or insurance purposes. | Not Available | £36.00 | £36.00 |
| Application for a new Rent Registration: To prepare and submit an application to the Rent Officer to apply for a rental increase for a Rent Act Tenancy. | £136.80 | £136.80 | £136.80 |
| Selective and Houses in Multiple Occupation licencing: A fee will be charged to apply to the Local Authority to obtain a selective license / HMO license to enable you to legally let the property if it falls in an area where Selective Licencing is active, or it is a licensable HMO property. | £360.00 | £360.00 | £360.00 |
| Key Cutting Service: To arrange for additional key sets to be cut. | Not Available | Not Available | Invoice Cost |