

# LANDLORD FEES SCHEDULE

www.breakeyandco.com

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 80% of rent min £420 (inc VAT)	Rent collection: 7.2% of rent (inc VAT)	Fully managed: 12% of rent (inc VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on the relevant portals	✓	✓	✓
Find tenants	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
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	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Advise all relevant utility providers of any changes			✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓
Rent Guarantee & Tenant Evict	£300 + VAT per year	£25 + VAT per month	£25 + VAT per month

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## ADDITIONAL FEES AND CHARGES

### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the cost of the item itself) if not provided on instruction or undertaken by the landlord:

Energy Performance Certificate (EPC) £90 (inc. VAT)  
Gas Safety Certificate (GSC) £95 (inc. VAT) per year  
Electrical Certificate (EICR) £175 (inc. VAT) every 5 years  
Gas safety certificate and boiler service combined £200

Initial one-off set up fee for all types EXCEPT tenant find only: £299 (inc VAT) for setting up Street, Land Registry Checks, AML checks, checking Consent to Let, EPC upload, checking Right to Rent, checking gas safe is up to date, checking electrical certificate up to date.

Management take over £200 (inc VAT) for the transferring over of an existing tenancy from a landlord or agent and a new tenancy agreement.

Tenancy set up fee £250 (inc VAT) per new tenancy. Referencing for up to 2 tenants. (ID check, Right to Rent check, financial credit check, obtaining references from current or previous employer/landlord, and any other relevant information to assess affordability), as well as contract negotiations (amending and agreeing on terms) and arranging the signing of the tenancy agreement.

Additional tenant referencing fees £75 (inc VAT) per tenant.

Guarantor fee £120 (inc VAT) per guarantor which includes undertaking credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)

Permitted Occupier fee; £25 (inc VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenants and landlords.

Combined Unfurnished Inventory/Check In £144 inc VAT  
Combined Furnished Inventory/Check In £168 inc VAT  
Unfurnished Check Out £78 including VAT  
Furnished Check Out £90 including VAT  
Smoke Alarm £40 including VAT  
Carbon Monoxide Alarm £40 including VAT  
Legionella Assessment £85 including VAT

Permitted Occupier fee; £25 (inc VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenants and landlords.

Deposit Registration Fee (where collected) £10 (inc VAT) per tenancy. This charge is £10 to register deposit and pass to the landlord for tenant find. £20 to register landlord and tenant details and protect the security deposit with a Government authorised scheme. Provide the tenant with the deposit certificate and Prescribed information within 30 days of the tenancy start date. Then £20 (inc VAT) for the DPS anniversary renewal.

Accompanied check-in fee £50 (inc VAT) per check-in. This includes attending the property to welcome the tenants, confirm the inventory and schedule of condition, explain the operation of appliances, highlight the location of the 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.  
Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Landlord withdrawal fee (before move-in) £199 (inc VAT) per tenancy. This is to cover the cost associated with marketing, advertising and tenancy set up should the landlord withdraw from the tenancy prior to the commencement.

### DURING TENANCY FEES

Additional property visits: £30 (inc VAT) per visit. Should the landlords request additional visits in addition to those within their existing terms of business, this covers the cost of attending the property.

Rent reviews FOC. This is to review the rent in accordance with the current prevailing market conditions and advise the landlord, negotiate with the tenants, direct tenants to make payment changes as appropriate, update the tenancy agreement and serve a section 13 notice if the tenancy is on a periodic basis.

**Please ask a member of staff if you have any questions about our fees.**

CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

INDEPENDENT REDRESS:

[www.tops.co.uk](http://www.tops.co.uk)

The logo for The Property Ombudsman, featuring a stylized triangle with a smaller triangle inside, followed by the text 'The Property Ombudsman'.