

# LANDLORD FEES SCHEDULE



## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Renewal fees fully managed: £80 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Renewal Fees for other types of tenancy: £120 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-up Check: £30 (inc. VAT) per check. 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): £200 (inc. VAT) + 3 months notice in writing 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.

Re-let fee: £150 (inc. VAT) per new tenancy. Set up for new tenants when we already have photograph, floor plan and measurements on file from the initial tenancy. We will conduct viewings and take applications from potential tenants.

### END OF TENANCY FEES

Check-out Fees: £78 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £60 (inc. VAT) per tenancy. 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 21): £30 (inc. VAT) per Notice.

Court Attendance Fees: £200 (inc. VAT) per hour.

### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC F.O.C. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £10 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: F.O.C.

### OTHER FEES AND CHARGES

The arrangement fee for managing works after a tenancy 6% (inc. VAT) of the total cost of the invoice. 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.

Vacant Property Management Fees: £25 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £200 (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: £10 (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.

**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 Property  
Ombudsman**

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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 & boiler service combined £200 (inc VAT)

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. tenant ID checks, contract negotiations (amending and agreeing on terms) and arranging the signing of the tenancy agreement.

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

Tenancy reference fee £250 (inc VAT) per new tenancy. Referencing for up to 2 tenants. Tenancy reference fee with IDVT £260 (inc VAT) (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



Deposit Registration Fee (where collected) £10 (inc VAT) per tenancy. 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.

Introduction only fee £399 (inc VAT) where the landlord has found their own tenant. For agreeing rental value, advising on refurbishment requirements, providing tenants with method of payment, collecting and remitting initial month's rent, 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, tenant ID checks\*, contract negotiations (amending and agreeing on terms) and arranging the signing of the tenancy agreement.

### 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.

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#### INDEPENDENT REDRESS:

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## FEES SCHEDULE

[www.breakeyandco.com](http://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