

# RESIDENTIAL LANDLORD FEES SCHEDULE

## LEVELS OF SERVICE OFFERED:



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

|  | Let Only:<br>Setup: £625 (inc VAT)<br>Monthly: N/A | Let & Rent collection:<br>Setup: £595 (inc VAT)<br>Monthly:<br>10% of rent (inc. VAT) | Let & Full Management<br>Setup: £595 (inc VAT)<br>Monthly:<br>16% of rent (inc. VAT) |
|--|--|---|--|
| Provide a guide on the rental price of the Property & advise on refurbishment requirements   | ✓  | ✓   | ✓  |
| Provide guidance on compliance with statutory provisions and letting consents  | ✓  | ✓   | ✓  |
| Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)                                | ✓  | ✓   | ✓  |
| Market the property and advertise on relevant portals to find suitable tenants   | ✓  | ✓   | ✓  |
| Carry out accompanied viewings (as appropriate) using keys supplied by the Landlord or in co-ordination with the current occupier  | ✓  | ✓   | ✓  |
| Once a prospective tenant they will be asked to complete an application form   | ✓  | ✓   | ✓  |
| References appropriate to the circumstances of the prospective tenant, up to two tenants (ID checks, credit checks, landlord ref.) | ✓  | ✓   | ✓  |
| On receipt of references we will set up the necessary paperwork to let the property on an appropriate tenancy or licence.          | ✓  | ✓   | ✓  |
| Collect money due and remit initial months' rent, whilst providing the tenants with method of payment                              | ✓  | ✓   | ✓  |
| If a deposit has been taken, it will be registered with the DPS within the the required timeframe                                  | ✓  | ✓   | ✓  |
| Deduct any pre-tenancy invoices  | ✓  | ✓   | ✓  |
| Make any HMRC deduction and provide tenant with the NRL8 (if relevant)   |  | ✓   | ✓  |
| Agree collection of any shortfall and payment method   |  | ✓   | ✓  |
| Advise all relevant utility providers of any changes   |  |   | ✓  |
| To our best endeavours at all times collect rents or others charges due from the Tenant and remit the monthly rent                 |  | ✓   | ✓  |
| Arrangement payments for statutory requirements  |  | ✓   | ✓  |
| Pursue non-payment of rent and provide advice on rent arrears actions  |  | ✓   | ✓  |
| Undertake periodic routine visits during and notify the outcome to the landlord  |  |   | ✓  |
| Arrange routine repairs and instruct approved contractors. Providing a 24hr emergency phone number for tenants                     |  |   | ✓  |
| Hold keys throughout the tenancy term  |  |   | ✓  |
| Security Deposit dilapidation negotiations   |  |   | ✓  |

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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

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

- Energy Performance Certificate (EPC) £95.00 (inc. VAT) per property
- Gas Safety Certificate (GSR) £72.00 (inc. VAT) per certificate
- Electrical Installation Condition Report (EICR) £160.80 (inc. VAT) per report
- Portable Appliance Testing (PAT) from £40 (inc. VAT) for 5-10 items.
- Legionella Risk Assessment £90 (inc. VAT) per report
- Installing Smoke alarms or Carbon Monoxide £25 (inc. VAT) per unit
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £50 (inc. VAT) per tenancy

### START OF TENANCY FEES

Set-up Fees: £625.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £30 (inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £45 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £50 (inc. VAT) per tenancy if not the DPS. 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. Free if using the DPS.

Inventory Fees: from £150 (inc. VAT) Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £85 (inc. VAT) per tenancy. 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. 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.

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

### CLIENT MONEY PROTECTION:

[www.rics.org](http://www.rics.org)



### INDEPENDENT REDRESS:

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



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### Payment Method

We accept bank transfers which can be done in your bank or via online banking. Personal cheques, debit/credit cards or cash cannot be accepted.

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Landlord Withdrawal Fees (before move-in): £150 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Landlord Withdrawal Fees (during tenancy): £150 (inc. VAT) 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 Let Only service.

### END OF TENANCY FEES

Check-out Fees: £125 (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.

FREE AS PART OF A FULL MANAGED SERVICE

Court Attendance Fees: £250 (inc. VAT) per day.

### DURING TENANCY FEES

Additional Property Visits: £50 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £25 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

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

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### FINANCIAL CHARGES

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

Contractor Commission: 5% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £50 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £50 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £25 (inc. VAT) annually.

Same-Day Payment Fees: £50 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £50 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £250 (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: £50 (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.

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