

# LANDLORD FEES SCHEDULE

## LEVELS OF SERVICE OFFERED:

[www.balgoresproperty.com](http://www.balgoresproperty.com)

	Tenant Find: 10% of rent (inc. VAT)	Rent collection: 19% of rent (inc. VAT)	Fully managed: 22% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
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	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants and obtain references and credit report	✓	✓	✓
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)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements and have access to landlord portal		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
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, final checkout, yearly statements			✓
Hold keys throughout the tenancy term			✓

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## ADDITIONAL 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) £102.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £84.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £216.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £84.00 (inc. VAT) per tenancy

Landlord ID & Proof of Ownership: Balgores Lettings will carry out a search of Land Registry at a charge of £8.00 (inc VAT) on your behalf.

### START OF TENANCY FEES

Set-up Fees: 10% (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.

Deposit Registration Fees (where collected): £36.00 (inc. VAT) per tenancy where Balgores manage your property £48.00 (inc. VAT) where Balgores deal with rent collection or let only. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

### Inventory Fees:

Studio/1 bedroom flats £120.00 (inc VAT)  
2 bedroom properties £144.00 (inc VAT)  
3 bedroom properties £180.00 (inc VAT)  
4 bedroom+ properties £216.00 (inc VAT)

Landlord Withdrawal Fees (before move-in): £600.00 (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.

### END OF TENANCY FEES

Tenancy Dispute Fee: £84.00 (inc. VAT) per tenancy (This service is available for Tenant Find service at £240.00 INC VAT).

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.

**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)

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INDEPENDENT REDRESS:

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



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### **DURING TENANCY FEES**

Additional Property Visits: £42.00 (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.

Renewal Fees: £480.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Landlord Withdrawal Fees (during tenancy): £240.00 (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 Tenant-Find service.

Overseas Landlords: Our registration number for HMRC is NA043927. In the event you decide not to seek an exemption certificate Balgores Lettings will charge a monthly administration fee of £30.00 (inc VAT) and a further quarterly fee of £96.00 (inc VAT) for producing a report to HMRC and forwarding of the money. This will be deducted from your account.

Hard copy monthly statements will be sent at the landlords request by first class post at the cost of £5 inc VAT

### **FINANCIAL CHARGES**

Contractor Commission: 10% 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 £96.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Payment to non UK bank accounts will incur a £36.00 charge inc VAT and deducted from the monthly rent.

### **END OF TENANCY FEES**

Tenancy Dispute Fee: £84.00 (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.

Court Attendance Fees: £300.00 (inc. VAT) per appearance.

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## FEES EXAMPLES

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### EXAMPLE 1

#### TENANT FIND SERVICE

Monthly rent achieved £1000 PCM

Annual rent achieved £12,000

Balgores fee 10% inc VAT paid in advance = £1200

### EXAMPLE 2

#### RENT COLLECT SERVICE

Monthly rent achieved £1000 PCM

Annual rent achieved £12,000

Balgores intro fee 10% inc VAT paid in advance = £1200

Balgores Rent Collect fee 9% inc VAT paid monthly = £90.00

### EXAMPLE 3

#### MANAGED SERVICE

Monthly rent achieved £1000 PCM

Annual rent achieved £12,000

Balgores intro fee 10% inc VAT paid in advance = £1200

Balgores Managed fee 12% inc VAT paid monthly = £120.00

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