



92 High Street, East Grinstead, West Sussex RH19 3DF

15 New Street, Petworth, West Sussex GU28 0AS

208 High Street, Guildford, Surrey GU1 3JB

www.rhrwclutton.com

LANDLORD FEES SCHEDULE

	TENANT FIND 10% of first years rent	RENT COLLECT 12.5% of rent	MANAGEMENT 15% of rent
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 & Country Planning Act 1990.	✓	✓	✓
Market the property and advertise on our website and relevant web portals.	✓	✓	✓
Carry out accompanied viewings.	✓	✓	✓
Advise on Non-Resident tax status and HMRC (if relevant).	✓	✓	✓
Collect and remit the first months rent.	✓	✓	✓
Collect and hold the Tenancy Deposit for the duration of the tenancy.	✓	✓	✓
Arrange for a third-party Inventory and Schedule of Condition and check-in to be carried out.	✓	✓	✓
Deduct any pre-tenancy invoices.		✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant).		✓	✓
Notify utility providers of new tenancy.		✓	✓
Agree collection of any shortfall and payment method.		✓	✓
Demand, collect and remit the monthly rent.		✓	✓
Arrangement payments for statutory requirements.			✓
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.			✓
End of tenancy deposit negotiations.			✓
Hold keys throughout the term.			✓

* All services are subject to VAT



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LANDLORD FEES SCHEDULE

Additional non-optional fees & charges

PRE-TENANCY FEES & CHARGES (ALL SERVICE LEVELS)

Arranging and facilitating 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)	£30+VAT per property/tenancy
Gas Safety Certificate (GSR)	£30+VAT per property/tenancy
Electrical Installation Condition Report (EICR)	£30+VAT per property/tenancy
Portable Appliance Testing (PAT)	£30+VAT per property/tenancy
Legionella Risk Assessment	£30+VAT per property/tenancy
Installation of Smoke Detectors and Carbon Monoxide Alarms	£30+VAT per property/tenancy
Handling Local Authority Licensing Application	£50+VAT per property/tenancy
Check compliance with the Homes Act 2019	£30+VAT per property/tenancy

START OF TENANCY FEES (SET-UP FEES)

Referencing & Administration fee **£35+VAT per applicant**

The cost of third-party referencing, Right to Rent Checks plus our administration costs associated per tenant, guarantor or permitted occupier.

Tenancy Deposit Registration (included with our Full Management service) **£50+VAT per tenancy**

The deposit will be held by RH & RW Clutton in a designated client account protected by the RICS Money Protection Scheme and protected with an appropriate deposit protection scheme.

Inventory & Check-in **Please see schedule**

The preparation of a written schedule of condition by a third party inventory clerk with photographs noting the internal decoration and condition of the property, meter readings, listing fixtures and fittings and condition of gardens and outside areas. Prices are a guide only.

	Inventory	Check-in
Up to 2 bedrooms	circa £90 +VAT	circa £65+VAT
3 - 4 bedrooms	circa £140 + VAT	circa £90+VAT
5+ bedrooms	from £168 + VAT	from £105+VAT

There will be additional charges where the property is furnished - please ask us for more information.

Where we did not introduce a tenant, there will be an arrangement fee of £30+VAT.

Tenancy Agreement only **£350+VAT**

Drawing up an appropriate Tenancy Agreement where we did not introduce the tenant.

Landlord Withdrawal Fee **£360+VAT per property**

To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw their property from the market or from a tenancy before it has started.



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LANDLORD FEES SCHEDULE

Additional non-optional fees & charges (continued)

DURING TENANCY FEES

Additional Property Visits

£80+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 (included with our Full Management service)

£80+VAT per review

Review rent in accordance with current prevailing market conditions and advise the landlord. Negotiate with the tenant(s) and issue relevant documentation to formalise the rent review.

Right-to-Rent follow up checks (included with our Full Management service)

£30+VAT per check

Undertaking a repeat check on a 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.

Landlord Withdrawal Fee (During the Tenancy)

£500+VAT per tenancy

To cover the costs associated with advising the tenant on the change and the position of the tenancy deposit, transferring the tenancy deposit to the new 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.

END OF TENANCY FEES

Check-out fees

Arranging for a third-party check-out report to be prepared based on the original Inventory to determine final condition required to attend to the deposit.

Up to 2 bedrooms	circa £90+VAT
3 - 4 bedrooms	circa £140+VAT
5+ bedrooms	from £168+VAT

There will be additional charges where the property is furnished - please ask us for more information.

Where we did not introduce the tenant, there will be an arrangement fee of £30+VAT.

Tenancy Dispute Fee (if deposit held by Agent)

£80+VAT per hour

The costs associated with the preparation of all evidence and submitting the case to the deposit protection scheme as well as dealing with all correspondence relating to the dispute.

Service of Section 21, Section 8 or any other legal notices

£150+VAT per notice

Court Attendance fees

£100+VAT per hour



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Additional non-optional fees & charges (continued)

FINANCIAL CHARGES

Interest on Unpaid Commission

3% above the Natwest Bank base rate from the due date until paid.

Submission of Non-Resident Landlord (NRL) receipts to HMRC £150+VAT quarterly

Additional HMRC Reporting fee £100+VAT per request

Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC.

Annual Income & Expenditure Report £50+VAT annually

Same-Day Payments £30+VAT per transaction

Cost for a same-day payment, if requested.

OTHER FEES & CHARGES

Renewal Tenancy Agreements £175 VAT

Drawing up a renewal Tenancy Agreement for the continued occupation of an existing tenant, where the agent prepared the original Tenancy Agreement.

Arrangement fees for works or refurbishments over £1,000 10% of net cost +VAT

Arranging access and assessing the costs with any contractors, ensuring that work has been carried out in accordance with the specification of works and retaining any resulting warranty or guarantee.

Obtaining more than 3 contractor quotes (included with our Full Management service) £100 +VAT per visit

Vacant Property Inspections £50+VAT per visit

Visiting the property to undertake visual checks on the inside and outside and at a frequency mutually agreed with the landlord.

Deposit transfer fee £150+VAT per deposit

Should the Landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance of the request.

Client Money Protection

Client's money is held in a discrete account which is protected under the RICS Client's Money Protection Scheme.
RICS firm number : 001477 Trading Name : RH & RW Clutton Registered Name : RH & RW Clutton Property Limited

Complaints Procedure & Redress Scheme

We have an RICS compliant complaints scheme and are also a member of the Property Ombudsman Scheme www.tpos.co.uk

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