

LANDLORD FEES SCHEDULE

Option 1
Fully Managed
Service
£200 set-up fee,
10% of rent

Option 2
Rent Collection
£200 set-up fee,
8% of rent

Option 3
Tenant Find
£250 set-up fee

Provide a marketing valuation and advise on compliance & refurbishment requirements	●	●	●
Professional photography package and coloured floor plan	●	●	●
Maximum online exposure through property portals and social media.	●	●	●
Accompanied viewings if required.	●	●	●
To Let board.	●	●	●
Referencing of prospective tenants.	●	●	●
Preparation and signing of Tenancy Agreement.	●	●	●
Collection of first month's rent and security deposit	●	●	●
Inform utility companies of new occupier's details	●	●	●
Demand, collect and remit the monthly rent	●	●	
Chase tenants in the event of non-payment and provide further advice to landlord	●	●	
Deposit registration, in line with TDS Deposit regulations.	● *	● *	
Negotiate deposit deductions	●	●	
Provide a detailed inventory, with photos.	● *		
Undertake 4 monthly property visits	●		
Arrange routine repairs and maintenance and instruct approved contractors	●		
Hold keys throughout the tenancy.	●		
End of tenancy checkout	●		

*See Additional, Non-Optional Fees and Charges

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ADDITIONAL, NON-OPTIONAL FEES AND CHARGES



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PRE-TENANCY FEES

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) £50 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) Subject to quotation per tenancy
- Electrical installation Condition Report (EICR) Subject to quotation per tenancy
- Portable Appliance Testing (PAT) Subject to quotation per tenancy
- Legionella Risk Assessment Subject to quotation per tenancy
- Installing Smoke alarms and Carbon Monoxide £50 (Inc. VAT) per installation

START OF TENANCY FEES (All Service Levels)

Set-up fee includes:

- Referencing for up to two tenants
- Contract negotiations

Additional Tenant Referencing Fees: £30 (no VAT payable) per tenant

Guarantor Fees: £30 (no VAT payable) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)

Permitted Occupier Fees: £30 (no VAT payable) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord

Deposit Registration Fees: (where collected) £30 (no VAT payable) per tenancy. Register tenant and landlord 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 SERVICE

The inventory, Check-in & Check-out services are conducted by an unbiased third-party company. Please see attached schedule.

Landlord Withdrawal Fees (before move-in): £200 (no VAT payable) per tenancy. To cover the costs associated with marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started, plus any additional fees or expenses that may have been incurred by the agent.

Sole Agency Withdrawal Fee: £100 (no VAT payable) within 30 days of marketing.



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

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DURING TENANCY FEES

Renewal Fees: £90 (no VAT payable) per tenancy.

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Landlord Withdrawal Fees (during tenancy): £120 (no VAT payable) 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 Tenant-Find service.

END OF TENANCY FEES

Tenancy Dispute Fee: £60 (no VAT payable) 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.

Check-out Fees: From £75 (no VAT payable) 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.

Court Attendance Fees: £50 (no VAT payable) per hour.

FINANCIAL CHARGES

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

Additional HMRC Reporting Fees: £45 (no VAT payable) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing a duplicate Annual Income and Expenditure Schedule: £25 (no VAT payable) annually.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £30 (no VAT payable) per month. 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: £120 (no VAT payable) 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: £30 (no VAT payable) 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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