

# LANDLORD FEES SCHEDULE

## 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) £55.00 (plus VAT) per tenancy
- Gas Safety Certificate (GSR) £75.00 (plus VAT) per tenancy
- Electrical Installation Condition Report (EICR) £65.00 (plus VAT) per tenancy
- Portable Appliance Testing (PAT) £65.00 (plus VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £50.00 (plus VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £25.00 (plus VAT) per tenancy
- Handling local authority licensing application £75.00 (plus VAT) per tenancy

### START OF TENANCY FEES

Set-up Fees: £150 (plus 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: £25.00 (plus VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £25.00 (plus VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £25.00 (plus VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £75.00 (plus 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.

INDEPENDENT REDRESS:

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



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Landlord Withdrawal Fees (before move-in): £200.00 (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.

### DURING TENANCY FEES

Additional Property Visits: £75.00 (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.

### END OF TENANCY FEES

Check-out Fees: (estimate upon request) 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: £200.00 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £100.00 (inc. VAT) per Notice.

Court Attendance Fees: £100.00 (inc. VAT) per hour.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £75.00 (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: £200.00 (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: £100.00 (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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## LEVELS OF SERVICE OFFERED:

	Tenant Find: 10% of rent (plus. VAT)	Rent collection: 12% of rent (plus. VAT)	Fully managed: 14% of rent (plus. 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 relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
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)	✓	✓	✓
Agree collection of any shortfall and payment method		✓	✓
Advise all relevant utility providers of any changes			✓
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			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓