

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 100% of 1st month rent (+ VAT)	Rent collection: 11% of rent (+ VAT)	Fully managed: 13% of rent (+ 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)	✓	✓	✓
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		✓	✓
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 maximum of three quotes if requested)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES

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

- Accompanied Viewings (Tenant Find & Rent Collection only, included in Fully Managed) £100 (+VAT)
- (EPC) - Energy Performance Certificate £50 (inc. VAT)
- Gas Safety Certificate (GSR) £50 (inc. VAT)
- Electrical Installation Condition Report (EICR) varies depending on size of the property - TBC at time of request.
- Installing Smoke and Carbon Monoxide alarms £40 (+ VAT) each.

Fully Managed & Rent Collection Set-up Fees: £400 (+ VAT) per tenancy if an EPC is also required or £350 (+ VAT) if a valid EPC exists. Referencing 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 minor contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Tenant Find Fee: 1 months' rent (+VAT) with a minimum charge of £650 (+ VAT) whichever is the higher. Referencing 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 minor contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Inventory Fee: £100 (+ VAT) for Tenant Find Only & Rent Collection only, included in Fully Managed.

Landlord Withdrawal Fees

Before Move in if tenancy has already been agreed: £350 (+ VAT) per tenancy. To cover the costs associated with the referencing & tenancy administration already carried out should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Additional Property Visits: £50 (+ 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: £50 (+ VAT) per tenancy.

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

Landlord Withdrawal Fees (during tenancy): £500 (+ VAT) per tenancy. To cover the costs associated with advising the tenant on the change. There is also a charge of £100 + vat for the transfer of the tenancy deposit to the new agent or scheme.

END OF TENANCY FEES

Check-out Fee: £75 (+ VAT) per tenancy where a check in inventory was arranged by Spencers prior to the tenant moving in. (Rent Collection or Let Only)

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

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark

INDEPENDENT REDRESS:

www.tpos.co.uk



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Interest on Unpaid Commission: NO CHARGE

Submission of Non-Resident Landlords receipts to HMRC
To remit and balance the financial Return to HMRC on both a quarterly and annual basis: NO CHARGE

Additional HMRC Reporting Fees: Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC: NO CHARGE

Fees for providing an Annual Income and Expenditure Schedule: £50 (+ VAT) annually.

Same-Day Payment Fees: 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: NO CHARGE

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £500: 10 % of the net cost (+ VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes: Fully Managed service only: NO CHARGE.

Vacant Property Management Fees: £50 (+ 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: 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: NO CHARGE

Deposit Transfer Fees: £100 (+ 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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