

# Landlord fees schedule

## LEVELS OF SERVICE OFFERED

**Tenant Find:**  
8% + VAT = 9.6%

**Rent Collection:**  
4% + VAT = 4.8%

**Fully Managed:**  
6% + VAT = 7.2%

	Tenant Find: 8% + VAT = 9.6%	Rent Collection: 4% + VAT = 4.8%	Fully Managed: 6% + VAT = 7.2%
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 three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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

### 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) £96.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £72.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £132.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £57.60 (inc. VAT) per tenancy
- Legionella Risk Assessment £78.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide: The cost may vary depending on the contractor appointed to undertake the work.
- Handling local authority selective licensing application £180.00 (inc. VAT) per tenancy. HMO licensing application £200.00 (inc. VAT) per tenancy.
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy is included in all our services.

### START OF TENANCY FEES

Set-up Fees per tenancy is included in all our services. Referencing for 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.

Inventory Fees: This is determined based on the number of bedrooms, the overall size of the property, and the presence of any outbuildings.

Accompanied Check-in Fees: £114.00 (inc. 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.

### DURING TENANCY FEES

Additional Property Visits: £78.00 (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: £420.00 (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): One month's rent + 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.

### END OF TENANCY FEES

Check-out Fees: £114.00 (inc. VAT) 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.

Fees for the service of Legal Notices (Section 8 or Section 21): £78.00 (inc. VAT) per Notice.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £78.00 (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 per tenancy: As per agreed in the terms of business. 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.

**Disclaimer:** Please note certain fees are included as part of our Full Management and Rent Collection services. For full details, please refer to page one or contact our office directly.



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### FINANCIAL CHARGES

Interest on Unpaid Commission. We do not charge interest on overdue amounts; we reserve the right to apply statutory interest at 8% per annum above the Bank of England base rate pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.

Contractor Commission: We apply two commission rates: (i) 10% on invoice value or labour-only works and (ii) £10.00 applies to white goods and certain specified contractors.

Submission of Non-Resident Landlords receipts to HMRC, No fees charged. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: No fees charged. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £30.00 (inc. VAT) per financial year. Same-Day Payment Fees: £30.00 (inc. VAT) per payment.



### CLIENT MONEY PROTECTION ARLA & NAEA PROPERTYMARK



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

### INDEPENDENT REDRESS: THE PROPERTY OMBUDSMAN



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

### TRADING STANDARDS



[www.nationaltradingstandards.uk](http://www.nationaltradingstandards.uk)

### THE GUILD PROPERTY PROFESSIONALS



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

### ROYAL INSTITUTION OF CHARTERED SURVEYORS



[www.rics.org](http://www.rics.org)

### TENANCY DEPOSIT SCHEME



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

