



LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Let Only: 9.6% of rent (initial 12 months) (inc. VAT) Payable in advance	Rent collection: 12% of rent (inc. VAT) Payable monthly	Fully managed: 14.4% of rent (inc. VAT) Payable monthly
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 Rightmove	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial month's 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	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Arrange payments for statutory requirements			✓
Advise all relevant utility providers of any changes			✓
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			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (FOR MANAGED SERVICE ONLY):

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord.

For the Let Only Service and Rent Collection Service,

Landlords are required to make their own arrangements:

- Comprehensive referencing per applicant £60.00 (inc. VAT)
- Register Tenants Holding Deposit (TDS) £30.00 (inc. VAT)
- Energy Performance Certificate (EPC) From £66.00 (inc. VAT)
- Legionella Risk Assessment From £90.00 (inc. VAT) per tenancy
- Land Registry Check (proof of ownership) £3.30 (inc. VAT)
- Gas Safety Certificate (GSR) from £96.00 (inc. VAT)
- Boiler Service & Gas Safety Certificate (GSR) From £110.00 (inc. VAT)
- Electrical Installation Condition Report (EICR) From £180.00 (inc. VAT) per tenancy dependent on size of property
- Portable Appliance Testing (PAT) From £76.00 (inc. VAT) per tenancy dependent on the number of items
- Installing Smoke alarms and Carbon Monoxide From £45.00 (inc. VAT) per tenancy, per device

START OF TENANCY FEES (FOR ALL SERVICE LEVELS):

Set-up Fee - payable in advance on new lets and re-lets together with signed Terms of Business £295.00 (inc. VAT)

- Visiting the property with the Landlord and agreeing the marketable value
- Carrying out an initial inspection of the property and advising about Compliance & Safety Regulations for occupancy
- Transfer of Landlord and Property information onto Lettings software
- Marketing of the Property
- Making the Property available to prospective Tenants for viewing
- Pre-vetting prospective Tenants
- Accompanying viewings and arranging access
- Carry out Right to Rent Checks
- Drafting of relevant letters and legal documentation
- Coordinating the signing of all required tenancy documentation by the Landlords and Tenants
- Arranging and coordinating the Tenant's occupation of the Property
- Provide the Tenant(s) with the Deposit Certificate of Registration and Prescribed Information within 30 days of the tenancy start date.

OPTIONAL CHARGES:

Pre-tenancy property check-in visit £60.00 (inc. VAT)

Inventory Schedule of Condition From £140.00 (inc. VAT) 1-3 bedrooms

Accompanied Inventory Check-in Fees: From £80.00 (inc. VAT)

Attending the property to welcome the Tenant(s), confirm the Inventory and Schedule of Condition, 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.

Pre-tenancy property check-out visit £60.00 (inc. VAT)

Accompanied Inventory Check-out from £132.00 (inc. VAT) at the end of a tenancy. Attending the property to assess the condition in accordance with the initial Inventory Schedule of Condition.

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

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INDEPENDENT REDRESS:

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DURING TENANCY FEES

Additional Property Visits: £90.00 (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.

Tenancy Renewal Fee: £150.00 (inc. VAT) per tenancy for managed properties. Non-managed properties £240.00 (inc. VAT) per tenancy. For all fixed term and statutory periodic tenancies. Contract negotiation, amending and updating terms and arranging for the signing of a further Tenancy Agreement or Statutory Periodic paperwork.

Right-to-Rent Follow-Up Check: £60.00 (inc. VAT) per check. Undertaking a repeat check in 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. This does not apply to a Tenant-Find service.

Compliance Fee £6.00 (inc. VAT) monthly

Landlord Withdrawal Fees (before move-in): £300.00 (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.

Refund of Fees and Commission - Please refer to the Mortimers Terms of Business Schedule 1: Fees and Commissions.

Management Take-over Fees: £295.00 (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.

END OF TENANCY FEES

Tenancy Dispute Fee: £150.00 (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 preparation and service of Legal Notices (Section 8 or Section 21 and 13): £150.00 (inc. VAT) per Notice.

Court Attendance Fees: £60.00 (inc. VAT) per hour.

Handling insurance claims on behalf of the Landlord with written consent - Cost to be agreed by separate negotiation.

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FINANCIAL CHARGES

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

Contractor Commission: We make may a referral commission charge to the sub-contractor or supplier at 10% (inc. VAT). This percentage is calculated on the total sum of the invoice received, for any works instructed by the Agent. This commission is capped at £100.00 (inc. VAT). To clarify, any works carried out by the contractor or supplier more than £1,000.00 (inc. VAT), commission will not be charged more than £100.00 (inc. VAT).

Property Refurbishments: All pre and post tenancy refurbishment works carried out at the property let by our referred contractors. 10% (inc. VAT) total works invoiced.

Submission of Non-Resident Landlords receipts to HMRC £30.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Void Property Visit: £90.00 (inc. 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.

Checking and making any alterations requested by you or your solicitor to our standard Tenancy Agreement £50.00 (inc. VAT) for an hour or part of an hour.

Deposit Transfer Fees: £60.00 (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.

Statutory Declaration: This form is a legislative requirement, to be signed and witnessed by a solicitor, if one party requests for the deposit to be returned to them but the other party does not respond. £60.00 (inc. VAT)

Rent and Legal Protection: -

Costs	Monthly	Annual
£0 - £500	- £20.00	£ 240.00
£501 - £1,000	- £25.00	£300.00
£1001 - £2,000	- £30.00	£360.00
£2001 +	- £40.00	£480.00

Marketing Fee:

As stated in our Terms & Conditions, we reserve the right to be compensated for any marketing costs incurred by Mortimers, as stated below, used by a third party i.e., sales or lettings agent, without our prior written consent if you no longer require our services.

- Floorplan From £66.00 (inc. VAT)
- Professional Photography From £66.00 (inc. VAT)
- Virtual Tour £60.00 (inc. VAT)

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