

## LANDLORD FEES SCHEDULE



- Set-up Fees: **£125** plus VAT (£150) per tenancy. 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.
- EPC **without** floorplan **£75** & EPC **with** floorplan **£99**. These certificates are valid for 10 years. From 1 April 2018, any new tenancy, renewal or extension, in order to be rented, the building must have a minimum energy rating of "E". FBM can arrange for an EPC (Energy Performance Certificate) to be carried out on your rental property through Sean Black.
- Landlord's gas safety certificate; Dependant on number of **gas** appliances, pipework, chimneys and flues. This is a legal requirement and must be checked by a gas engineer every 12 months.
- FBM's charges of **10%** plus VAT (12%) of the monthly rental for the FBM Managed Service.
- Inventory Fees: Dependant on the number of bedrooms and/or size of the property and any outbuildings.
- Deposit Registration Fees (where collected): **£17.50** plus VAT (£21) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.
- Property Visits: **£35** plus VAT (£42.00) 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: **£35** plus VAT (£42.00) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.
- Arrangement Fees for works: **£10** plus VAT (£12.00). 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. Fully Managed Service and Overseas Fully Managed Service only.
- Check-out Fees: **£50** plus VAT (£60.00) per tenancy for unfurnished properties and **£75** plus VAT (£90.00) for furnished properties. Attending the property to undertake a check out inspection based on the original inventory (if applicable) and negotiating the repayment of the security deposit.

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- Tenancy Dispute Fee: **£50** plus VAT (£60.00) 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 and has an inventory report.
- Fees for the service of Legal Notices (Section 8 or Section 21): **£25** plus VAT (£30.00) per Notice.
- Court Attendance Fees: **£200** plus VAT (£240.00) per day or part thereof.
- Contractor Commission: **4.17%** plus VAT (5%) of contractors invoice. To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.
- Fees for providing an Annual Income and Expenditure Schedule: **£10** plus VAT (£12.00) annually or upon request.
- Obtaining more than three contractor quotes: **£10** plus VAT (£12.00) per quote. Fully Managed service only.
- Vacant Property Management Fees: **£35** plus VAT (£42.00) 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: **£125** plus VAT (£150) per tenancy. To cover the costs associated with taking over the management of an on-going 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.
- Out of agreement services will be charged at an hourly rate of **£10** plus VAT (£12.00)
- Administrate and witnessed by solicitors if a "Statutory Declaration" is required for deposit release **£15** plus VAT (£18.00)
- If The Landlord(s) withdraws the property from the market at advertising stage, the set-up fee of **£125** plus VAT (£150) is chargeable. Likewise, If FBM is successful in finding a suitable tenant for the Property and The Landlord(s) is/are\* no longer able to proceed with the letting, The Landlord(s) agrees to FBM reserving the right to charge the sum of **£250** plus VAT (£300) to cover costs incurred for advertising and time consumed actively seeking a tenant for the property, as well as any deposit paid by the applicant to FBM for their application. In the event that the agreed check in date cannot be met by The Landlord(s) and the applicant(s) withdraw as a result, The Landlord(s) agrees to refund the holding deposit to the applicant (equivalent to one weeks rent).