

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 120% of 1 months' rent inc. VAT (1 months' rent plus VAT)	Rent collection: 60% of 1 months' rent inc. VAT (1/2 months' rent + VAT) PLUS 6% inc. VAT (5% + VAT) of the rental income	Fully managed: 14.4% of rent inc. VAT (12% of rent plus VAT) of the rental income
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			✓
Demand, collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake three routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing two quotes if required)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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) POA
- Gas Safety Certificate (GSR) POA
- Electrical Installation Condition Report (EICR) POA
- Portable Appliance Testing (PAT) POA
- Legionella Risk Assessment £48 (inc. VAT) per tenancy (no charge for our managed service)
- Installing battery Smoke alarms and Carbon Monoxide £30 (inc. VAT) per unit
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy INCLUDED IN OUR FEES
- Handling local authority licensing application £60 (inc. VAT) per tenancy

START OF TENANCY FEES

- Drafting of tenancy agreement and relevant documentation £180 (inc. VAT).
- Tenant Referencing Fees & Right to Rent check: £36 (inc. VAT) per tenant.
- Guarantor Fees: £96 (inc. VAT) per guarantor.
Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).
- Inventory Fees: Dependant on the inventory clerk and the number of bedrooms and/or size of the property and any outbuildings.
- Deposit Registration Fees (where collected): 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. INCLUDED IN OUR FEES.
- Landlord Withdrawal Fees (before move-in): The cost of the references and tenancy agreement (see schedule above).

DURING TENANCY FEES

- Additional Property Visits: £60 (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.
- Rent Review Fees: £48 (inc. VAT) per tenancy.
Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.
- Renewal Fees: £72 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.
- Right-to-Rent Follow-Up Check: Included in our management fee. 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.
- Arrangement Fees for works over £750: £12% of net cost (inc. 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. Fully Managed service only.

END OF TENANCY FEES

- Check-out Fees: POA dependant on size of property or the cost of the inventory clerk.
Attending the property to undertake an updated Schedule of Condition based on the original inventory.
- Tenancy Dispute Fee: £60 (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.

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

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INDEPENDENT REDRESS:

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END OF TENANCY FEES

- Fees for the service of Legal Notices (Section 8 or Section 21): £72 (inc. VAT) per Notice.
- Court Attendance Fees: £60 (inc. VAT) per hour including travel time.

FINANCIAL CHARGES

- Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.
- Submission of Non-Resident Landlords receipts to HMRC £42 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.
- Additional HMRC Reporting Fees: £30 (inc. VAT) per request. 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 (inc. VAT) annually.

OTHER FEES AND CHARGES

- Arrangement Fees for refurbishments over £500: 12% of net cost (inc. 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.
- Vacant Property Management Fees: £150 (inc. VAT) per month. To visit the property twice a month to collect the post, check the property is secure, adequately heated during the winter and check for visible leaks.

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