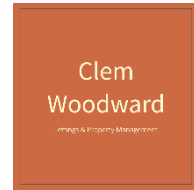


LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED:

 www.clemwoodward.co.uk	Fully Managed Service
Valuation/Agree the rental value	✓
Advise on refurbishment requirements	✓
Provide guidance on compliance with statutory provisions + Letting consents	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓
Market the property and advertise on Zoopla + Clem Woodward Lettings website	✓
Carry out accompanied viewings	✓
Find tenants/Comprehensive referencing + Right to rent checks	✓
Advise on non-resident tax status and HMRC (if relevant)	✓
Drafting/Execution of Tenancy Agreement	✓
Collect and remit initial months' rent/Protective deposit/Rent protection cover available	✓
Provide tenants with method of payment	✓
Out Of Hours emergency cover	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓
Inventory + Checkout included	✓
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/Process invoices	✓
Hold keys throughout the tenancy term	✓
Security Deposit dilapidation negotiations	✓

LANDLORD FEES SCHEDULE



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

START OF TENANCY FEES

Set-up Fees per tenancy: Comprehensive referencing, ID checks, Right-to-Rent checks, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability as well as marketing, contract negotiation (amending and agreeing terms) and drafting/signing of the tenancy agreement. Deposit protection, interim inspections, inventory and check out reports.

Guarantor Fees per guarantor: **Included in setup fee.** Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)

Permitted Occupier Fees: **£96 (inc. VAT)** per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Monthly Management Fee

1 Property	13% Inc VAT
2-4 Properties	12% Inc VAT
5 + Properties	11% Inc VAT
Out Of Area - Greater Than 20 Miles	POA

Management Transfer Fees: **Free of charge.**

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.

Set Up Fee

Rent PCM up to £600	£550 Inc VAT
Rent PCM £601 - £900	£695 Inc VAT
Rent PCM £901 - £1600	£895 Inc VAT
Rent PCM £1601 plus	£1,200 Inc VAT

Out Of Area - Greater Than 20 Miles **POA**

Deposit Transfer Fees: **Free of charge.**

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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INDEPENDENT REDRESS:

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



Redress Scheme logo



LANDLORD FEES SCHEDULE

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits:

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

£70.00 Inc VAT (£58.33 plus VAT) per visit.

Rent Review Fees 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 if appropriate.

£55.00 Inc Vat (£45.83 plus VAT)

New Statutory Periodic Tenancy Agreement Fee

Contract negotiations, amending and updating terms and arranging for the signing of a further tenancy agreement – if applicable and re-protection of a deposit.

£175.00 Inc VAT (£145.83 plus VAT) per tenancy

Right-to-Rent Follow-Up Check: Included in setup 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.

Landlord Withdrawal Fees (before move-in): 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.

£750.00 Inc VAT (£625.00 plus VAT)

Termination Of Service Liability: Due till end of agreement 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.

Deposit Registration Fees (where collected) per tenancy:

Included in setup fee

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.

Inventory Fees: Included in the setup fee

Dependent on the number of bedrooms and/or size of the property and any outbuildings.

END OF TENANCY FEES

Check-out Fees: Included in the setup fee.

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: Included in monthly management fee.

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.

Notices

Fees for a Section 8 Notice prepared by our retained Solicitors are quoted on a case by case basis.

Solicitors fee schedule available upon request.

Section 47 Notice

£240.00 inc VAT £200.00 plus VAT

Section 48 Notice

£240.00 inc VAT £200.00 plus VAT

Court Attendance Fee PH £120.00 inc VAT (£100.00 plus VAT)

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

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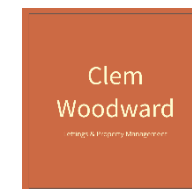
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INDEPENDENT REDRESS:

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LANDLORD FEES SCHEDULE



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Interest on unpaid commission: **3%** above the Bank of England Base Rate from due date until paid.

Contractor Commission: **0%** of contractors invoice (inc. VAT). 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: **£50.00 inc. VAT - £41.60 Plus VAT** annually.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments are **£100.00 inc VAT - £120.00 plus VAT per hour**. Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining up to three contractor quotes: **Included in monthly management fee**. Fully Managed service only.
NB: Some contractors may charge for quotations.

Vacant Property Management Fees: **£65.00 inc. VAT - £54.16 plus 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.

Further information available in our
Terms & Conditions.

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

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