

Landlord fees schedule

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Fully Managed Service	12 % (including VAT) of gross monthly rent (10% plus vat)
Tenant and Guarantor referencing <i>Referencing prospective Tenant/Guarantor, (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), arranging for signing of the Tenancy Agreement (and Guarantor covenant if applicable), accompanied check-in</i>	£105 (including VAT) per Tenant/Guarantor
Sanction checks <i>Checking Landlords, Tenants and Guarantors against the UK Sanctions list and reporting any matches to the OFSI</i>	£6 (including VAT) per check
Deposit handling and Management fee <i>Covers the costs relating to the TDS (Deposit protection), TPO (The Property Ombudsman- redress scheme) and CMP (Client Money Protection scheme)</i>	£6 (including VAT) per month
Initial set-up fee <i>Depending on the size of the property and whether furnished or un-furnished - includes agreeing market rent and finding a Tenant; guidance on compliance with statutory provisions and letting consents; marketing and advertising on relevant portals; carrying out accompanied viewings, the preparation of detailed inventory and preparation of the Tenancy Agreement;</i>	£100-300 (including VAT)
Checkout fee <i>Depending on the size of property and whether furnished or un-furnished - includes end of tenancy inspection check-out, inventory update and as applicable, new Tenant find (including carrying out accompanied viewings and preparation of the Tenancy Agreement)</i>	£90-£240 (including VAT)

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Rent review <i>Negotiate with Tenant and prepare a Section 13 notice. Rent can only be increased once a year and cannot be increased within the first 12 months of the tenancy. Section 13 of the Housing Act 1988 must be used for increasing the rent; the notice must be in writing using Form 4A. Tenants must be given at least two months' notice before the increase starts. The increase must be in line with local market rents.</i>	£60 (including VAT)
Serving notice to end the tenancy (if the Landlord wishes to sell or move back into the property) Section 8 of the Housing Act 1988 must be used for ending a tenancy; the notice must be in writing using Form 3A.	£150 (including VAT)
All non-routine management <i>Refurbishment and supervision of major works over £1000 (e.g. replacement kitchens and bathrooms, insurance claims etc.). 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.</i>	£60 (including VAT) per hour or 10% of the net cost
Home watch service for unoccupied properties <i>Visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the Landlord</i>	£60 (including VAT) per hour
Quarterly tax submission to HMRC for non-UK residents	£60 (including VAT) per quarter
Annual statutory Landlord rental income declaration to HMRC	£60 (including VAT) per annum

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Preparing TDS Deposit adjudication claim	£60 (including VAT) per hour
Negotiating any amendments to the Tenancy Agreement and drafting Addendum for signing	£60 (including VAT)
Rent protection (can be provided as an additional service)	Dependant on rental value (please enquire)
Gas Safety checks	Contractor charge
In-Service Inspection and Testing of Electrical Equipment -Portable Appliance Testing (PAT)	Contractor charge
Electrical Installation Condition report (EICR)	Contractor charge
Legionella Risk Assessment	Contractor charge
Energy Performance Certificate (EPC) and Floorplan	Contractor charge
Initial Cleaning Service if required	Contractor charge

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