

# LANDLORD FEES SCHEDULE

[www.honeywell.co.uk](http://www.honeywell.co.uk)

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 100% of rent (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 16.8% of rent (inc. VAT)
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 and carry out full reference checks	✓	✓	✓
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	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Security Deposit dilapidation negotiations	✓	✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Undertake routine visits and notify the outcome to the landlord			✓
Provide annual rent statement			✓

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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) £75.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £72.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £180.00 (inc. VAT) per tenancy plus any remedial works required
- Portable Appliance Testing (PAT) £POA (inc. VAT) per tenancy
- Legionella Risk Assessment £POA (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £\_\_\_ (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £30.00 (inc. VAT) per alarm

### START OF TENANCY FEES

Set-up Fees: £192.00 (inc. VAT) per tenancy. Referencing for up to two 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.

### DURING TENANCY FEES

Landlord Withdrawal Fees (during tenancy): Equivalent of three months management fee (minimum £252.00 (inc. VAT)) 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.

Arrangement Fees for works over £500.00: 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.

Renewal Fees: £60.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of further tenancy agreement.

Rent Review Fees: £120.00 (inc. VAT) per tenancy. Review 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. Tenant Find and Rent Collection services only.

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

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

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### INDEPENDENT REDRESS:

[www.tpos.co.uk](http://www.tpos.co.uk)



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### END OF TENANCY FEES

Tenancy Dispute Fee: £60.00 (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 service of Legal Notices (Section 8 or Section 21): £60.00 (inc. VAT) per Notice.

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

### FINANCIAL CHARGES

Additional HMRC Reporting Fees: £POA (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: £120.00 (inc. VAT) annually. Tenant Find and Rent Collection services only.

Same-Day Payment Fees: £60.00 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £500.00: 12% of netcost (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.

Obtaining more than three contractor quotes: £60.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £60.00 (inc. 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.

Management Take-over Fees: £192.00 (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.

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