

# Landlord Fees

Our published fees are inclusive of VAT.

**Tenancy set up fee - £180. Payable on the commencement of the tenancy.**

Referencing for up to two tenants, (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current employers and current or previous landlords) as well as contract negotiation and arranging the signing of the tenancy agreement.

**Additional Tenant Referencing Fees – £50 per tenant** as set up fees above for additional tenants.

**Guarantor Fees - £50 per guarantor.** Including credit referencing and preparing a Deed of Guarantee.

## Letting Only Service - 12% inc. VAT

- Conduct an initial market appraisal.
- Advise on refurbishment requirements.
- Check there is a valid Energy Performance Certificate available prior to marketing. If instructed arrange for an Energy Performance Certificate to be completed (additional cost).
- Advise on non-residential tax status and HMRC.
- Advertise the property to Let immediately and promote to prospective tenants.
- Provide relevant personal and financial references in connection with each tenant party that will sign the tenancy agreement.
- Conduct a Tenant ID Check.
- Prepare all necessary tenancy agreements and co-ordinate the signing of the same by the tenants.
- Advise the in going tenant of the procedure for registering with the appropriate utility providers for supply during the tenancy period.
- Collect a minimum of one months rent in advance, together with a security deposit in respect of dilapidations and for any non-performance of the tenant's tenancy obligations.
- At the landlords option we will offer to any prospective tenant an insurance backed deposit full details of which will be made available on request.
- Arrange the preparation of an Inventory, Schedule of Condition and Check In. At additional cost see appendix.
- Ensure that a Gas Safety Certificate has been provided to the tenant prior to the commencement of the tenancy. Arrange for the

provision of a Gas Safety Certificate. (At extra cost).

- On expiry of the tenancy arrange for the preparation of a Check Out. (At extra cost.)

## Part Management - 2.4% inc. VAT

In addition to providing the services listed under our Letting Only Service above, we will also undertake the following:

- Ensure the gas safety and EPC certificates are valid for the duration of the tenancy.
- Transfer the council tax and utility accounts to the new tenant's names.
- Arrange for appropriate tradesmen to effect necessary repairs and decoration.
- In an emergency (for example a leak causing damage to the property) when the landlord is not contactable we will instruct the contractor to take steps to avoid further damage.
- Demand the rent from the tenant(s) in respect of the property let. If the tenant(s) fails to make payment after four reminders by the agent it will be for the landlord to take further steps to collect the rent in conjunction with advice from the agent.
- Upon receipt of the rent paid by the said tenant(s), to pay the same to you after deduction of pre agreed management fees to your nominated bank account. Receipted rents will be transferred within two to five working days
- Provide monthly statements detailing payment received by the agent on behalf of the landlord's let property and state any deductions or fees made by the agency.
- Provision of year-end tax summary and NRL Tax return (Non- UK landlords).
- Protect the security deposit with the Deposit Protection Service within thirty days of receiving the deposit from the tenant signing the tenancy agreement and within said period provide the landlord and tenant full details of the scheme including details of the Alternative Dispute Resolution Service (ADR).
- In the event of a tenancy deposit dispute where we have protected the deposit we will endeavour to resolve this dispute. In the event that a dispute resolution is not reached within thirty days of the expiry of the tenancy we will refer the dispute to the administrator of the Tenancy Deposit Scheme subscribed to who will then determine matters in accordance with the provisions of that scheme.
- Ensure that the relevant section 21b notices/form 6a have been served after the deposit has been protected.

## Full Management - 4.8% inc. VAT

In addition to the Letting Only Service and Management Service summarised above, we will also:

- By pre-arrangement provide a minimum of two inspection visits per annum whilst the tenant(s) are in occupation, and send a written report to the landlord.
- Advise the tenant in writing if they are breach of contract and ensure the file is presented correctly for the landlord to make a deduction from the tenant's security deposit or pursue the tenant in County Court for damages.
- Ensure that your tenancy file is kept in a proper and correct state and can be used to the landlord's fair advantage, in the event that there are disputes related to the security deposit or the tenancy agreement.
- In the event that the tenant complains about a faulty appliance, furniture or any other fault related to the property we will endeavour to investigate the complaint before instructing a contractor and incurring costs on the landlord's behalf.
- Provide the landlord with all the relevant reports, emails and photographs needed as evidence should the landlord need to make an insurance claim.
- Obtain sufficient quotes on behalf of the landlord for the landlord to provide to their insurance company and instruct the contractor on the landlord's behalf.
- Forward an insurance claim form previously completed by the landlord to the insurance company on behalf of the landlord whilst retaining the relevant documentation on file.
- Inspect the completed works on behalf of the landlord.
- Pay an initial premium on an insurance policy (to include a renewal) from funds available in the landlord's account – (as long as Fisks London Ltd have not acted as an introducer or arranger of the policy).
- Pay any service charges with funds available in the landlord's account.
- On your instruction we will write to your tenant and request that they remedy any breach of tenancy.

## Optional and Non-Optional Supplementary Costs chargeable by the agent

(The Cost of the inventory, check in and check out is included in our Full Management Service)

**Inventory** – A record of the contents of the property and their condition.

N.B Assuming there is no material change to the contents, fixtures and fitting an inventory may be used for successive tenancies.

Studio:	£120
1 bedroom:	£132
2 bedroom:	£144
3 bedroom:	£162
4 bedroom:	£186

**CHECK-IN** - A visual check in compliance with the Homes Act 2018 on the first day of the tenancy. Attending the property to welcome the tenants(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, and highlight the location of utility meters and stop-cocks. Record the utility readings and the number of keys and fobs provided. Test that all the smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved inventory.

Studio:	£90
1 bedroom:	£102
2 bedroom:	£114
3 bedroom:	£126
4 bedroom:	£156

**CHECK-OUT** - Attending the property to undertake an updated Schedule of Condition based on the original inventory. A note of the utility readings and a record of the number of keys and fobs provided by the tenant.

Studio:	£120
1 bedroom:	£132
2 bedroom:	£144
3 bedroom:	£162
4 bedroom:	£186

### Legal Requirements\ Non-Optional Costs:

Energy Performance Certificate (including a floor plan)	£84
Gas Safety Certificate	£84
Installing smoke alarm (if required)	£80
Installing mains operated smoke alarm (if required)	£110
Carbon Monoxide Detector (if required)	£40

### Optional Costs:

Floor Plan	£66
Electrical Installation Condition Report (EICR)	£180
Portable Appliance Test (PAT)	£90
Legionella Risk Assessment	£200
Court Attendance Fees	£50 p/h

Property visits during a tenancy at the landlord's request are charged at £240 inc VAT (this charge does not apply to landlords who have selected our Fully Management Service).

Application to a Local Authority for a property License (Mandatory House in Multiple Occupation, Additional HMO Licensing or Selective Licensing). Administration Charge to include a floor plan £300 inc VAT. Renewal of the Local Authority license (typically every five years) £180 inc vat.

In a typical trading quarter Fisks London Limited will earn an average of 4.5% of contractors invoices (inc VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

## Withdrawal Charges, Refunds & Credits

- Refunds and Credits. In the event that a tenant exercises a pre agreed break clause during the fixed-term of the tenancy the refund will be calculated with reference to the expired period of the tenancy or £1,170, whichever the greater value. As long as the landlord chooses to instruct Fisks London Ltd to act as the sole agents during the notice period. The refund due to the landlord may be offset against fees due to Fisks London Ltd for securing a new tenant; this is subject to the condition that Fisks London Ltd earns a minimum fee of £1,170 from the new tenancy after the offset is applied. In the event Fisks London Ltd does not have sole agency instructions or a new tenant is not provided a credit note redeemable against any future business with Fisks London Ltd for the value of the pro rata refund will be provided subject to Fisks London Ltd earning a minimum of £1,170 on the next tenancy.

- Landlord Withdrawal Fees (before the tenant has moved in) £600 per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from an agreed tenancy before it has started.
- Commissions on the sale of property. Commission at 1.2% Inclusive of VAT of the Sale Price will be due to Fisks London Ltd in the event that the tenant introduced to by Fisks London Ltd or any person connected to the tenant introduced by Fisks London Ltd completes on the purchase of the property or Leasehold interest from you.
- Landlord Withdrawal Fees (during tenancy) £750 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 the utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord.

