

LANDLORD FEES SCHEDULE
CENTURY 21 London Central

LEVELS OF SERVICES OFFERED

	Let intro: 10% + VAT (12.0% inc. VAT)	Rent collection: 12% + VAT (14.4% inc. VAT)	Full management: 15% + VAT (18.0% inc. VAT)
Advising as to the likely rental income	✓	✓	✓
Providing guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advising on refurbishment requirements	✓	✓	✓
Advising on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Advertising and generally marketing the Property	✓	✓	✓
Interviewing prospective tenants	✓	✓	✓
Negotiating the terms of the tenancy	✓	✓	✓
Carrying out accompanied viewings	✓	✓	✓
Collecting and remitting initial months' rent	✓	✓	✓
Providing tenants with method of payment	✓	✓	✓
Deducting any pre-tenancy invoices	✓	✓	✓
Making any HMRC deductions	✓	✓	✓
Taking a security deposit from the tenant which is to be held in accordance with current legislation	✓	✓	✓
Demanding, collecting, and remitting the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Making payments on behalf of the Landlord from rents received for costs in managing the property		✓	✓
Arranging with service companies for meter readings and advising them of the transfer of service contracts to the tenant			✓
Inspecting the Property on a regular basis, not less often than once every six months			✓
Arranging routine repairs or maintenance obtaining estimates where necessary, supervising works and settling accounts from rents			✓
Receiving and forwarding Landlord's mail			✓
Holding keys throughout the tenancy term			✓

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

START OF TENANCY FEES

Set-up Fees: £360 (inc. VAT) per tenancy. Referencing for up to two tenants (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 contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant / Guarantor Referencing Fees: £60 (inc. VAT) per tenant, as a set-up fee above for additional tenants.

Permitted Occupier Fees: £36 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Inventory, check-in, and check-out arrangement fee: 12% (inc. VAT) of the inventory company charge, which is dependent on the size and content of the property. Tenant Find and Rent Collection services only.

Inventory Check-in Costs: From £162 (inc. VAT) as quoted by independent inventory clerks. The fee depends on the number of bedrooms and/or size of the property and any outbuildings.

Deposit Registration Fee (where collected): £36 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit in accordance with current legislation.

DURING TENANCY FEES

Arrangement Fees for works: 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. **Tenant Find and Rent Collection services only.**

Arrangement Fees for works 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. **Fully Managed service only.**

Additional Property Visits: £96 (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.

Renewal Fees: 12% (inc. VAT) for Tenant Find service, 14.4% (inc. VAT) for Rent Collection service, and 18% (inc. VAT) for Fully Managed service. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Renewal tenancy agreement for all tenancies: £150 (inc. VAT). This fee covers the cost of checking IDs, verifying the Right-to-Rent of the current tenant(s), negotiating the contract (including making changes and reaching an agreement on the terms), and arranging for the tenancy agreement to be signed.

END OF TENANCY FEES

Fees for the service of Section 21 Notice: £120 (inc. VAT) for issuing a Section 21 notice to tenants by post and email.

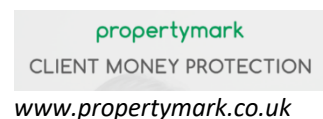
Check-out Costs: From £150 (inc. VAT) as quoted by independent inventory clerks. Attending the property to undertake an updated Schedule of Conditions based on the original inventory.

An additional **£60 (inc. VAT)** is to prepare the claim for adjudication by DPS for any damages, missing items, or breach of tenancy terms against the deposit.

Deposit Dispute Service Fee: £180 (inc. VAT). 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.

CLIENT MONEY PROTECTION:



INDEPENDENT REDRESS:



www.tpos.co.uk

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FINANCIAL CHARGES

Interest on Unpaid Commission: 8% above the Bank of England Base Rate from the Due Date until paid.

Filing the tax return form and Submission of the form to HMRC for Non-Resident Landlord: From £300.00 (inc. VAT) per person per annum.

Submission of Non-Resident Landlords receipts to HMRC £120 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £120 (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.

Deposit Transfer Fees: £96 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Anti-Money Laundering and Identification Checking Fee: £36 (inc. VAT)

Key Cutting: £36 (inc. VAT) plus cost. To have the required sets of keys made where the Landlord has not provided sufficient keys in accordance with the agreement.

Sale of the property to the tenant: 3% (inc. VAT) of the sale price.

Arranging and obtaining the **Energy Performance Certificate (EPC)** for up to 3 bedrooms: £120 (inc. VAT) plus £15 congestion charge if applicable.

Arranging and obtaining the **Gas Safety Certificate:** £120 (inc. VAT)

Arranging and obtaining the **Boiler service and CO Alarm:** £30 (inc. VAT) for each service

Any other services as requested by the Landlord:
- £72 (inc. VAT) per hour for a staff member and/or
- £180 (inc. VAT) per hour for a manager/director, plus cost.

Attendance of the property for delivery, contractor, etc.: £36 (inc. VAT) per hour.

Court Attendance Fees: £450 (inc. VAT) per half day for attending court on behalf of the landlord.

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

CLIENT MONEY PROTECTION:



INDEPENDENT REDRESS:



www.tpos.co.uk