

LANDLORD FEES SCHEDULE

www.maxwellstateagents.co.uk

LEVELS OF SERVICE OFFERED:

| | Tenant Find Only: Set up fee £750.00 inc VAT | Rent collection: Set up fee: £350.00 inc VAT £72.00 per month (inc. VAT) | Tenancy management: Set up fee: £450.00 inc VAT 10% of rent (inc. VAT) |
|--|---|---|---|
| Visit property & advise on rents, furnishings & related matters | ✓ | ✓ | ✓ |
| Advertise, market & promote the property | ✓ | ✓ | ✓ |
| Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible) | ✓ | ✓ | ✓ |
| Arrange and accompany viewings | ✓ | ✓ | ✓ |
| Apply for references and Credit Checks | ✓ | ✓ | ✓ |
| Draw up tenancy agreement and serve Prescribed Information | ✓ | ✓ | ✓ |
| Arrange inventory | ✓ | ✓ | ✓ |
| Ensure all applicants and permitted occupiers comply with Right to Rent legislation | ✓ | ✓ | ✓ |
| Collect initial rent and security deposit | ✓ | ✓ | ✓ |
| Register the deposit (chargable £36.00 inc VAT) | ✓ | ✓ | ✓ |
| Explain tenancy agreement to tenant and obtain signatures | ✓ | ✓ | ✓ |
| Check tenant into property, read meters, and test smoke alarms (available for Rent Collect & TFO at £90 inc VAT per tenancy) | | | ✓ |
| Advise utility suppliers and district council of the meter readings and the tenants names | | | ✓ |
| Demand, collect and remit the monthly rent, deducting any invoices and pursue any arrears | | ✓ | ✓ |
| Pursue non-payment of rent and provide advice on rent arrears actions | | ✓ | ✓ |
| Grant, extend, vary or renew tenancy agreement when authorised by the landlord (chargable see below) | ✓ | ✓ | ✓ |
| Undertake two routine visits per year and notify the outcome to the landlord (extra visits available at £25/visit) | | | ✓ |
| Arrange routine repairs and instruct approved contractors | | | ✓ |
| Serving Statutory notices when required (Chargable for TFO & Rent Collect, £75 inc VAT per notice) | | | ✓ |
| Submitting a dispute with TDS – available at hourly rate £20 per hour | ✓ | ✓ | ✓ |
| End of tenancy check-out, reading meters and notifying utility companies (£75.00 including VAT if not already included). | | | ✓ |

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

- Energy Performance Certificate (EPC) £144.00 (inc. VAT) per tenancy

START OF TENANCY FEES TENANT FIND ONLY

Set-up Fees: £750.00 (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.

RENT COLLECT

Set-up Fees: £350.00 (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.

TENANCY MANAGEMENT

Set-up Fees: £450.00 (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.

Deposit Registration Fees (where collected): £36.00 (inc. VAT) per tenancy. 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.

Accompanied Check-in Fees (where not already included): £90.00 (inc. VAT) per tenancy.

Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £750.00 (inc. VAT) 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.

DURING TENANCY FEES

Additional Property Visits: £25.00 (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.

Rent Review Fees: Charges as per Renewal Fee 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 or serve a Section 13 Notice if the tenancy is on a periodic basis.

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

CLIENT MONEY PROTECTION:
www.propertymark.co.uk

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INDEPENDENT REDRESS:
www.tpos.co.uk



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Renewal Fees:

£60.00 inc VAT for Fully Managed or
£150 (inc. VAT) per tenancy for Rent Collect or Tenant Find Only.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: No Charge per check.
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. This does not apply to a Rent Collect or Tenant-Find Only service.

Landlord Withdrawal Fees (during tenancy): £750.00 (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.

END OF TENANCY FEES

Check-out Fees: £75.00 (inc. VAT) per tenancy.
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: £20.00 (inc. VAT) per hour of work carried out by our staff.
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): £75.00 (inc. VAT) per Notice for Rent Collect or Tenant Find only. Included within Fully Managed Service.

FINANCIAL CHARGES

Additional HMRC Reporting Fees: £50.00 (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: £50.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Obtaining more than three contractor quotes: £50.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £25.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £350.00 (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.

Deposit Transfer Fees: £75.00 (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.



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