

LANDLORD FEES SCHEDULE

ADDITIONAL FEES & CHARGES



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PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this includes the cost of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £90 (inc VAT) per tenancy
- Gas Safety Certificate (GSR) £65 (inc VAT) per tenancy
- Electrical Installation Condition Report (EICR) £200 (inc VAT) per tenancy
- Portable Appliance Testing (PAT) £100 (inc VAT) per tenancy
- Legionella Risk Assessment £100 (inc VAT) per tenancy
- Installing Smoke Alarms and Carbon Monoxide detector £100 (inc VAT) per tenancy.

START OF TENANCY FEES:

Set up fees 60% (inc VAT) per tenancy for Full Management and Rent Collection Service and 120% (inc VAT) for Tenant Find. Referencing for up to four 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.

Also Included within this fee:

- Covering credit referencing and preparing a Deed of Guarantee (as per of the tenancy agreement)
- Explaining to any permitted occupier their rights and responsibility towards the named tenant(s) and Landlord
- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme Provide the tenant(s) with the Deposit Certification and Prescribed Information within 30 days of the tenancy start date.
- Prepare and create inventory

PLEASE NOTE THESE FEES ARE SUBJECT TO CHANGE



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FINANCIAL CHARGES

Interest on unpaid commission 3% above the Bank of England Base Rate from due date until paid.

Contractor Commission 5% of contractors invoice (inc. VAT) to cover costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlord's receipts to HMRC £250 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC reporting fees £250 (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 £100 (inc. VAT) annually.

Same-Day Payment fee £20 (inc. VAT) per payment. Should the Landlord request a payment faster than the agreed timescales within their Terms of Business, this covers the cost of providing a same-day payment service.

OTHER FEES AND CHARGES

Obtaining more than three contractor quotes £50 (inc. VAT) per quote. FULLY MANAGED SERVICE ONLY.



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Arrangement Fees for refurbishment/works over £2500 of 2% 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.

Vacant property management fees of £25 (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 fee £150 (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 £25 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during the tenancy, this covers the cost associated with legal compliance of said request.

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Landlord withdrawal fess (before move-in) £120 (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 THE TENANCY FEES

Additional Property Visit £60 (inc. VAT) per visit. Should the landlord request property visits in addition to those within the existing Terms of Business, this covers the costs of attending the property.

Rent review fees £60 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiator 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.

Renewal fees £120 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up check £100 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visit in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This is not offered to a Tenant Find Service.

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END OF TENANCY FEES

Check-out fee £280 (inc. VAT) per tenancy (this only applies to Rent Collection and Tenant Find tenancies). Attending the property to undertake and updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenant Dispute Fee £100 (inc. VAT) per tenant (this only applies to Rent Collection and Tenant Find tenancies). The cost 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 (inc. VAT) per notice

Court attendance fees £250 (inc. VAT) per day.



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LEVELS OF SERVICE OFFERED:

	TENANT FIND 120% OF FIRST MONTHS RENT (inc VAT)	RENT COLLECTION 6% OF RENT (inc VAT)	FULLY MANAGED 15% 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	✓	✓	✓
Advise on non-resident tax status & HMRC	✓	✓	✓
Collect & remit initial month' rent	✓	✓	✓
Provide tenant with method of payment	✓	✓	✓
Deduct and pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the N8L8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routing repairs and instruct approved contractors (providing up to 3 quotes)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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