

# LANDLORD FEES SCHEDULE



[www.westcoast-properties.uk.com](http://www.westcoast-properties.uk.com)

## Levels of Service offered:

	Tenant Find 12% of the first 6 month's rent (Min fee £720) Set up Fee £102 Prices Inc. VAT	Fully managed 15% of the monthly rent (Min fee £72) Set up fee £102 Prices Inc. VAT
Rental valuation of your property	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓
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)	✓	✓
Tenant Interviewing and selection	✓	✓
Full Tenant Referencing	✓	✓
Collect and remit initial month's rent	✓	✓
Advise all relevant utility providers on tenancy set up	✓	✓
Sending copies of relevant documentation to landlords after tenancy has commenced	✓	✓
Service of Legal Notices (Section 8 or 21 etc.)		✓
Demand, collect and remit the monthly rent. Pursue non-payment of rent and provide advice on rent arrears actions		✓
Undertake 6 monthly routine visits and notify the outcome to the landlord		✓
Arrange routine repairs and instruct approved contractors		✓
Hold keys throughout the tenancy term		✓
Check out report and negotiate dilapidations with tenant & Landlord		✓

### CLIENT MONEY PROTECTION:

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



### INDEPENDENT REDRESS:

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



## Pre tenancy fees:

Energy Performance Certificate	<b>£120</b>
Annual Gas Safety Certificate	<b>£102</b>
Electrical Condition Report	<b>£100</b>
Legionella Risk Assessment	<b>£120</b>
Handling Local Authority Licensing Application	<b>£60</b>
Deposit Registration and Holding Fee	<b>£30</b>
Inventory, Statement of Condition (Unfurnished)	<b>£135</b>
Inventory, Statement of Condition (Furnished)	<b>£200</b>

## During tenancy fees:

Additional Property Visits. Should the landlord request visit in addition to those within their existing Terms of Business, this covers the costs of attending the property	<b>£60</b>
Renewal Fees. Contract negotiation, amending and updating terms and preparation of and arranging for the signing of a further tenancy agreement	<b>£90</b>
Arrangement fees for work over £200. Arranging the access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the specifications of work and retaining any resulting warranty or guarantee. Fully Managed Service Only.	<b>12%</b>
Key Cutting	<b>£6</b>
Six month's rent recovery and legal expenses cover	<b>£149</b>
Paper Statements	<b>£1.50</b>
Tax retention and completion of documentation for HMRC	<b>£90</b>
Administration fee for the provision of NRL gross annual income and expenditure statement (NRL1) to HMRC	<b>£38</b>
Provision of a statement showing gross income and expenditure for the year	<b>£90</b>
Fees for the service of Legal Notices (Section 8 or 21 etc.) (not fully managed)	<b>£90</b>

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## End of tenancy fees:

Check Out Report. Attending the property to undertake an updated Schedule of Condition based on the original inventory.	<b>£135</b>
Tenancy Dispute Fee. 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. (fully managed)	<b>£90</b>
Negotiations of deductions from Deposit (not fully managed)	<b>£200</b>
Fees for the service of Legal Notices (Section 8 or 21 etc)	<b>£90</b>
Court Attendance Fees. Per Day.	<b>£360</b>

## Withdrawal fee:

To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started	<b>£102</b>
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