

LANDLORD FEES SCHEDULE

ALL FEES INCLUDE VAT

LETTINGS APPRAISAL FEE **£100**

Payable on signing our Terms and Conditions of Business

A representative of Girlings will visit the property and prepare a letting appraisal. We will provide a written report with any recommendations for works to be done prior to letting the property. We will then market the property to find a tenant. *Please note: we reserve the right to refuse to market the property on your behalf if such works are not carried out.*

FULLY MANAGED SERVICE FEE

Fee is deducted from each month's rent on receipt

YEAR ONE

18% of monthly rent payable
(e.g. £126pcm fee based on a rent of £700pcm)

YEAR TWO AND EACH SUBSEQUENT YEAR OF THE SAME TENANCY

12% of monthly rent payable
(e.g. £84pcm fee based on a rent of £700pcm)

SERVICES INCLUDED IN THIS FEE:

- Agree the rental value
- Provide guidance on compliance with statutory provisions and letting consents
- Market the property on relevant portals
- Advise on non-resident tax status and HMRC (if relevant)
- Demand, collect and remit the monthly rent
- Deduct any pre-tenancy invoices
- Pursue non-payment of rent and provide advice on rent arrears actions
- Undertake an annual routine visit and notify the outcome to the landlord
- Arrange routine repairs and instruct approved contractors (providing quotes)
- Security deposit dilapidation negotiations
- Manage tenant queries and complaints

SET UP FEES

Fee is deducted from the first month's rent

£372 including commission

SERVICES INCLUDED IN THIS FEE:

- **Arranging of Tenancy Agreement and Referencing**
- **Inventory and Accompanied Check In**
- **Deposit Registration fees**
Register landlord and tenant details and protect the security deposit.
- **Land Registry Searches**

PRE TENANCY FEES

Arranging and facilitating statutory compliance. *Please note: Landlords are not obliged to order compliance via Girlings and are welcome to arrange their own reports and certificates.*

Energy Performance Certificate (EPC) & floorplan **£84**

Electrical Installation Condition Report (EICR) **£318** including minor works
Please note: EICR is compulsory for Girlings landlords **£486** if a new consumer unit required

Alterations to Tenancy agreement **£50** - minimum administration fee

IF APPLICABLE

Selective Licensing - Handling local authority licensing application. **£300** *ONLY required in specific council areas*

Gas Safety Certificate (GSR) **£30** cost for Girlings to arrange

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DURING TENANCY FEES

Additional Property Visits Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.	£96
Rent Review Fees Review rent in accordance with the tenancy agreement and advise the landlord, negotiate 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.	£60
Renewal Fees Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.	£120
Arrangement Fees for major works Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works.	12% of net cost

END OF TENANCY FEES

Check-out Fees Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.	£90
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.	£90
Fees for the service of Legal Notices (Section 8 or Section 21)	£72
Court Attendance Fees (cost per day) <i>plus reasonable travel costs</i>	£250

OPTIONAL ACCOUNTING CHARGES

Fees are annual charges unless stated

Service Charge and Ground Rent Management (Paid monthly from rent £10 pcm)	£120
Providing a paper copy of Annual Income and Expenditure Schedule <i>Please note: schedules are emailed to landlords free of charge</i>	£25
Monthly Paper Statements (Paid monthly from rent £10 pcm) <i>Please note: monthly statements are emailed to all landlords free of charge</i>	£120
NON RESIDENT LANDLORD FEES - Avoid these fees by filling in a government NRL1 form Quarterly Submission of Non-Resident Landlords receipts to HMRC To remit and balance the financial Return to HMRC. <i>(Paid monthly from rent £20 pcm)</i>	£240
Annual Declaration of Non-Resident Landlords receipts to HMRC To remit and balance the annual financial Return to HMRC	£48

CLIENT PROTECTION:
www.propertymark.co.uk



INDEPENDENT REDRESS:
www.tpos.co.uk



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