



Dedicated to local lettings market

# Landlord Fee Structure

Further obligatory fees and charges

---

## Pre-Tenancy

Unless stated otherwise, or carried out by the landlord, all actions/services referring to arranging and facilitating statutory compliance are in addition to the cost of the product/service defined below:

<b>Energy Performance Certificate (EPC)</b> .....	£70 (inc. VAT) per tenancy
<b>Gas Safety Certificate (GSC)</b> .....	£80 (inc. VAT) per tenancy
<b>Risk Assessment</b> .....	£80 (inc. VAT) per tenancy
<b>Electric safety certificate price</b> .....	from £150 inc VAT
<b>Initial one off set up fee</b> .....	£100 (inc. Vat) except letting only.

---

## Beginning of Tenancy

Set up charges include:

- Land Registry Checks
- AML checks
- Consent to Let checks
- EPC upload
- Right to Rent checks
- Gas checks
- Electrical certificate checks

Set up also includes **Reference Process**: ID checks, Right-to-Rent check, financial credit checks, references from current and/or previous employers and/or landlords, as well as other information necessary to evaluate tenants suitability, contract negotiation should any amendments be required, organising of the tenancy agreement signing.

If there is a need to reference more than 2 tenants, the cost is £30 (inc. VAT) per person.

**Guarantor fees**: £80 (inc. VAT) per guarantor. This includes:

- Credit referencing
- Deed of Guarantee

**Approved Occupier charges**: £ 15 (inc. VAT) per person. This includes introducing each approved to their rights and responsibilities with regards to the main tenant/s and the property owner.

**Deposit Registration Fees** (where applicable): £20 (inc. VAT) per tenancy. This includes:

- Registering landlord's and tenant's details
- Security deposit protection with an agreed scheme
- Information for the tenants: Deposit Certificate and an information pack delivered within 30 days of the tenancy start date

Price include Inventory Fees - for property of up to 3 bedrooms. Larger properties to be quoted separately.

### Additional service

**Accompanied Check-In Charges**: £30 (inc. VAT) per tenancy. This includes:

- Being present at the property when the tenants arrive
- Inventory check
- Property condition confirmation
- Appliances briefing (utility meters, smoke alarms, etc.)

**Landlord Withdrawal Charges**: Should this happen before the beginning of tenancy: £100 (inc. VAT) per tenancy, and covers marketing and property promotion cost.

---

## Charges During Tenancy

**Supplementary Visits to the Property:** 30 (inc. VAT) per visit. This covers the cost of visits in excess to the number of visits defined within the contract.

**Rent Review Charges:** no fees per tenancy. Review takes into account up to date market circumstances and includes our advice to the landlord, and upon his acceptance, communication with tenants, as defined in the contract.

**Renewal Fees:**

- Full service management **no fees per tenancy**. This includes negotiating terms of contract, amendments, where applicable and signing
- Letting only **£100** (inc. VAT) per tenancy. This includes negotiating terms of contract, amendments, where applicable and signing.

**Right-to-Rent Follow-Up Check:** no additional fees per check. This includes additional checks referring to a person with a time-limited visa as per the Immigration Acts 2014 and 2016; should it be required we will alert the Home Office.

**Landlord Withdrawal Charges:** Should this occur during tenancy: £100 (inc. VAT). Please note that a 2-months written notice is required. This covers the the expenses related to liaising with the tenant, dealing with the deposit, contacting utility providers and local authority, as well as dealing with the relevant documentation.

---

## Subsequent Let Charges

£100 (inc. VAT) per each new tenancy. This includes arranging viewings, potential tenant application processing and new tenants on boarding. Please note that this does not include taking photographs, drafting new floor plans or measurements.

---

## End of Tenancy Charges

**Check-out Charges:** No fees per tenancy. This includes visiting the property to assess its condition, inventory check, discussing matters of the security deposit and its repayment.

**Service of Legal Notices:** £20 (inc. VAT) per Notice.

**Court Attendance Charges:** £100 (inc. VAT) per hour.

---

## Interest and Other Financial Charges

**Interest on Unpaid Commission:** 3% in addition to the Bank of England Base Rate, calculated from the stated Due Date until the date of payment.

**Contractor Commission:** 0% of the total stated on the contractor's invoice.

**Additional HMRC Reporting Fees:** £0 per request. This means requests received from both the landlord and /or HMRC.

**Income and Expenditure Schedule:** £10 (inc. VAT) per annum.

Should you have any questions about our fees, please contact us on:

info@Manosestateagency.co.uk  
T: 073 9414 6016