

# LANDLORD

## FEES SCHEDULE

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

### LEVELS OF SERVICE OFFERED:

	Fully managed: 14.4% of the rent minimum fee £85 (inc. VAT)	Rent collection: 8% of rent minimum fee £44 (inc. VAT)	Tenant Find: 72% of the rent minimum fee £480 (inc. VAT)
Conduct rental appraisal and agree a rental value.	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
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)	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Conduct tenancy reference checks, Right to rent checks	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Demand, collect and remit the monthly rent	✓	✓	
Undertake two routine visits per annum and notify the outcome to the landlord - Subject to a 12-month minimum tenancy	✓		
Arrange routine repairs and instruct approved contractors. (providing two quotes)	✓		
Deposit registration	✓		
Security deposit dilapidation negotiations	✓		
Rent recovery * Pursuing the tenant to recover rent owed to you under the tenancy agreement.	✓		
Rent Protection * Unpaid rent up to the limit of indemnity until vacant possession is gained. 75% of the monthly rent that would have been payable for a maximum of 3 months until your property is ready to be re-let, if your property cannot be immediately re-let due to neglect or damage caused by your tenant.	✓		

# LANDLORD FEES SCHEDULE



## ADDITIONAL NON-OPTIONAL

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

Property damage cover * Pursuing your legal rights against the tenant or another party who has directly caused damage to your property and its contents.	✓		
Repossession* Pursuing your legal rights to obtain possession of your property from the tenant.	✓		
Contract dispute protection * See IPID for Full Details	✓		
* Terms and Conditions Apply – See IPID Provided. Additional Monthly Fees Apply of 3% (inc. VAT) of the monthly rent.			

## FEES AND CHARGES

### PRE-TENANCY FEES

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC)  
£60 (inc. VAT) per property
- Gas Safety Certificate (GSR)  
£60 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) from  
£105 (inc. VAT) per property
- Portable Appliance Testing (PAT) Subject to quotation per tenancy
- Legionella Risk Assessment Subject to quotation per tenancy
- Installing Smoke alarms and Carbon Monoxide  
£60 (inc. VAT) per installation
- Handling local authority licensing application  
£250 (inc. VAT) per tenancy

### START OF TENANCY FEES (Managed & Rent Collection)

Set-up Fees: £360 (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.

### START OF TENANCY FEES (ALL SERVICE LEVELS)

Additional Tenant Referencing Fees: £30 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £50 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £50 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (Managed Only) (where collected): £50 (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.

Inventory Fees: Dependant on:

- Number of bedrooms
- Size of the property
- Any outbuildings
- Furnished or Unfurnished Starting from £120 (inc. VAT)

Landlord Withdrawal Fees (before move-in): £360 (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.

Sole Agency withdrawal fee £150 (inc. VAT) within 30 days of marketing. DURING TENANCY FEES

## ADDITIONAL NON-OPTIONAL

---

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

Additional Property Visits: £50 (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.

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

Landlord Withdrawal Fees (during tenancy): £375 (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: From £100 (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: £150 (inc. VAT) per tenancy. 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.

Court Attendance Fees: £70 (inc. VAT) per hour.

### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Additional HMRC Reporting Fees: £50 (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 a duplicate Annual Income and Expenditure Schedule: £30 (inc. VAT) annually.

Same-Day Payment Fees: £25 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

Obtaining more than two contractor quotes: £35 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £50 (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: £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: £50 (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.