

SCHEDULE 1 – LANDLORD FEES

Please note that all percentages are expressed as a percentage of the monthly rental achieved

All commission, fees, expenses and other charges are subject to VAT at the prevailing rate

FULLY MANAGED SERVICE

Monthly Fee (%of the monthly rent) 12%+VAT (14.4% Inc VAT)

This service includes collecting the monthly rent, regular property inspections, dealing with all maintenance issues reported by the tenant, advising all utility providers of any tenancy changes, holding keys during the tenancy, chasing of any late payments from tenants, arranging access to online Landlord portal to access statements, rent reviews, and handling of the Checkout.

Rent and Legal Protection Insurance £25 inc IPT Per Month

Covers legal expenses up to £100,000 should a tenant need to be evicted, rent protection for lost rent if the tenant defaults up to a maximum of £100,000 or up to 12 months, vacant property cover up to 75% of the monthly rent paid for up to 2 months after eviction, no excess to pay. If the tenants vacate before the end of the fixed term, the Landlord will be liable for the remaining months to cover the length of the policy. **Please ask for more info if required.**

Set Up Fee for New Tenancy £190 + VAT (£228 inc VAT)

This fee covers finding a tenant and agreeing the market rent, erecting a board, advertising the property on our online portals, marketing, carry out accompanied viewings, referencing all prospective tenants and lease/documentation preparation.

Inventory & Checkout Report Fee £250 + VAT (£300 inc VAT)

A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee includes both reports.

Deposit Registration Fee £60 + VAT (£72 inc VAT)

All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Seekers is TDS where Seekers are the stakeholder. Both tenants & landlords receive confirmation of the deposit registration. **THIS FEE IS CHARGED ANNUALLY.**

Gas Safety Certificate £85 + VAT (£102 inc VAT)

All properties must have a gas safety certificate to start the tenancy and must be tested annually by law. This fee includes the cost of the certificate and a £33 inc VAT administration charge. The price may vary dependant on the cost from the engineer/company used.

Electrical Safety Check Price On Request

It is the Landlord's responsibility to ensure that the electrical installation and appliances provided by the landlord are safe when the tenancy begins and are in proper working order throughout the tenancy.

Energy Performance Certificate £80 + VAT (£96 inc VAT)

It shows how efficiently a home uses energy, the cost of running a home and recommendations of how to improve the energy efficiency of the property. It is required by law to be provided to tenants. They last for 10 years. This fee includes a £30 +VAT Seekers admin charge

Quarterly Submission of non-resident Landlords to HMRC £40 + VAT (£48 inc VAT)

Annual Submission of non-resident Landlords to HMRC £60 + VAT (£72 inc VAT)

Annual Income & Expenditure Report £60 + VAT (£72 inc VAT)

Copy of Statements (monthly or per request) £25 + VAT (£30 inc VAT)

Landlords will have access to their own online portal but if they request statements by email/post this is the charge

Handling Insurance Claims/TDS Dispute Claims £90+ VAT (£108 inc VAT)

Following the checkout, if any proposed deductions from the security deposit are disputed by the tenant, this covers compiling of the relevant documentation to support the Landlords claim. Also to deal with any general insurance claims during tenancy.

Lease Renewal Fee £125 + VAT (£150 inc VAT)

If both parties agree that the tenant can stay for another term, this fee covers the contract negotiations, amending & updating the terms & conditions and arranging the signing of the lease. If the tenancy becomes a Periodic tenancy (month by month rolling) then the administration fee is £50+VAT.

Legal Notices £80 + VAT (£96 inc VAT)

Serving a Section 21/Section 8/Section 13

Empty Care Service/Visits to Vacant Properties £25 + VAT (£30 inc VAT)

Other than the routine property visits, viewings or during vacant periods, there will be an additional charge, depending on requirements/circumstances. If we are required to deal with maintenance on vacant periods then this is the charge per issue.

Court Appearances £100 + VAT (£120 inc VAT)

If Seekers may need to represent you in court. If you have legal expenses insurance, our fees may be recoverable under the insurance policy. These fees do not include additional expenses such as parking/travel/accommodation.

Additional Repairs

Where we manage the property and carry out maintenance repairs that are major works, Seekers reserves the right to make a commission charge to any contractor instructed. This is to cover arranging works and assessing costs with the contractor(s) for ensuring all works have been carried out in accordance with the specification of the works. Processing payment and retaining any warranty & guarantee. This is invoiced directly to the contractor(s). If you require more than 2 quotes for the maintenance works an additional fee of **£20+VAT is charged (£25inc VAT)**.

Key Cutting Service £10 +VAT (£12inc VAT) + cost of keys

We require at least 2 sets for tenants and a management set held in our office

Purchases Arrangement Fee £20 + VAT (£24 inc VAT)

Where we are instructed to purchase items for a property on your behalf, other than as routine maintenance of the property.

Withdrawal of Property One month's rent + VAT

Where the agent finds an acceptable tenant and the tenant lays down a holding deposit and the Landlord subsequently withdraws the property or rejects the tenant for no valid reason prior to commencement of the tenancy.

Sale of Property to a Tenant 1%+ VAT Commission

RENT COLLECT SERVICE

Monthly Fee (percentage of the monthly rent) 10%+VAT (12% Inc VAT)

This service includes collecting the monthly rent, advising all utility providers of any tenancy changes, holding keys during the tenancy (optional), chasing of any late payments from tenants and arranging the Landlord portal to access statements.

Rent and Legal Protection Insurance £25 inc IPT Per Month

Covers legal expenses up to £100,000 should a tenant need to be evicted, rent protection for lost rent if the tenant defaults up to a maximum of £100,000 or up to 12 months, vacant property cover up to 75% of the monthly rent paid for up to 2 months after eviction, no excess to pay.

Set Up Fee for New Tenancy £190 + VAT (£228 inc VAT)

This fee covers finding a tenant and agreeing the market rent, erecting a board, advertising the property on our online portals, marketing, carry out accompanied viewings, referencing all prospective tenants and lease/documentation preparation.

Inventory & Checkout Report Fee £250 + VAT (£300 inc VAT)

A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee includes both reports.

Post Checkout Negotiations £50 + VAT (£60 inc VAT)

If you require Seekers to negotiate between yourself as the Landlord and the tenant, regarding the deposit and any deductions to come from it, then this is the fee to be charged. Otherwise we would require a confirmation from both parties in writing to release the deposit. If not agreement can be made then it will go to TDS Dispute.

Deposit Registration Fee £60 + VAT (£72 inc VAT)

All tenants' deposits must be registered by law with a Government scheme. This fee is to register and secure the deposit. The scheme used by Seekers is TDS where Seekers are the stakeholder. Both tenants & landlords receive confirmation of the deposit registration. **THIS FEE IS CHARGED ANNUALLY.**

Rent Review Fee £25 + VAT (£30 inc VAT)

This is the annual rent review by ourselves. This fee is only incurred when the rent is raised.

Lease Renewal Fee £125 + VAT (£150 inc VAT)

If both parties agree that the tenant can stay for another term, this fee covers the contract negotiations, amending & updating the terms & conditions and arranging the signing of the lease.

Legal Notices £80 + VAT (£96 inc VAT)

Serving a Section 21/Section 8/Section 13

Property Inspections £30 + VAT (£36 inc VAT)

If you require mid term inspections to be carried out by Seekers which consists of a report and photos.

**Other services are available and optional listed under our Full Management service*

TENANT FIND SERVICE

Tenant Finding Fee One Months Rent + VAT

This service includes finding a tenant and organising the moving in stage. Once the tenant has moved into the property, they will liaise directly with the Landlord regarding rental payments and maintenance issues. We also advise utility providers of any tenancy changes.

Inventory & Checkout Report Fee £250 + VAT (£300 inc VAT)

A report of the condition of the property prior to a tenancy commences and an additional report at the termination of a tenancy. These are carried out by a professional third party company. These reports are essential should there be a dispute at the termination of a tenancy regarding damages etc. This fee includes both reports.

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**Some other services are available and optional listed under our Full Management service*

Property Address:

Service Required:

Signed By Landlord/s:

Print Names:

Date: / /