

Landlord Fee Schedule

LEVELS OF SERVICE OFFERED

	Tenant Find	Rent Collection	Rent Collection With Insurance	Fully Managed	Fully Managed with Insurance
Management Fee	N/A	8%+VAT	11%+VAT	10%+VAT	13%+VAT
Tenancy Set Up Fee	75%+VAT	50%+VAT	50%+VAT	50%+VAT	50%+VAT
Provide guidance on compliance with statutory provisions and letting consents and agree the rental value	✓	✓	✓	✓	✓
Advice on refurbishment requirements	✓	✓	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓	✓	✓
Tenant find service including referencing and affordability checks	✓	✓	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓	✓	✓
Collect and remit initial month's rent and security deposit, deducting any pre-tenancy invoices	✓	✓	✓	✓	✓
Provide tenants with payment details for future rent payments	✓	✓	✓	✓	✓
Arrange Pre-tenancy inventory, compliance check and post -tenancy check out report	✓	✓	✓	✓	✓
Advise all relevant utility providers of changes	✓	✓	✓	✓	✓
Tenancy Deposit dilapidation negotiations		✓	✓	✓	✓
Demand, collect and remit the monthly rent. Agree collection of any shortfall		✓	✓	✓	✓
Hold keys securely throughout the tenancy term		✓	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓	✓	✓
Arranging and instructing works and payments for statutory requirements (EPC, EICRs, Smoke/Co Alarms and Gas Safety Inspections)		✓	✓	✓	✓
Arrange routine repairs and instruct approved contractors		✓	✓	✓	✓
Arrange twice yearly property inspections				✓	✓
Unpaid rent covered until vacant possession in the event the tenant stops paying			✓		✓
Section 8 Notice, Legal Costs and expenses involved in a possession claim up to £50,000. Pursuing Legal Rights Against Property Damage			✓		✓

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ADDITIONAL NON-OPTIONAL

FEES AND CHARGES Initial and Pre Tenancy Fees (RENT COLLECTION AND FULL MANAGEMENT ONLY)



www.courtneygreen.co.uk

Set-up Fees: 50% of the first months rent+VAT per tenancy.
Referencing for up to two tenants (ID and Sanctions 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.

Arranging compliance certificates (EPC, Gas Safety, EICR) Prices available upon request

In addition to marketing, viewings, finding and referencing new tenants, the fee includes;

- * Preparing and issuing of the Tenancy Agreements.
- * Holding and registering the Tenancy Deposit.
- * Organizing and preparation of an independent ingoing Inventory & Schedule of Condition.
- * Preparing an independent outgoing Check Out report.

OPTIONAL ADDITIONAL FEES

Floorplan: From £40 (No VAT)

Rent Guarantee Insurance and Legal Cover - 3%+VAT of the monthly rent.

Rent guarantee insurance with legal cover is a type of protection designed for landlords that ensures they still receive rental income if a tenant stops paying. It will cover missed rent for a set period while also including legal expenses for pursuing eviction or recovering arrears. This added layer of security helps landlords manage financial risk, avoid lengthy and costly legal processes on their own, and maintain more predictable cash flow, especially in situations where tenant issues arise unexpectedly.

CLIENT MONEY PROTECTION:



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IN-TENANCY FEES

Rent Review Fees: £50+VAT per tenancy.

Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Contract Amendment: £50+VAT.

If an amendment to the tenancy agreement is required, an addendum will be prepared, issued and signed off by all parties.

Additional Property Visits: £50+VAT per visit.

Arranging and attending the property to carry out an inspection at the landlords request (in addition to those included in their Terms of Business)

First Tier Tribunal Appeal Fee £150+VAT

Should your tenant dispute a rent increase via a Section 13 notice, we will appeal this dispute on your behalf, and the above fee is to cover the cost of preparing and serving all additional evidence and documents to support your defence.

TDS Annual Registration Fee £30+VAT

Renewing the tenants deposit, being held and protected by the Insured Tenancy Deposit Scheme. This is required on an annual basis.

Section 8 Notice £200+VAT

In the event that a section 8 notice is required, whether this be on mandatory grounds or discretionary grounds, we will prepare the prescribed documents and section 8 notice to end the tenancy.

INDEPENDENT REDRESS:



<https://www.tpos.co.uk/>

