

## LANDLORD FEES – Fully Managed Service

<b>(Our fees are presented including Vat which is charged at the prevailing rate)</b>	
<b>SET UP FEE</b> - includes agreeing the market rent and finding a tenant as per our discussion and our Landlord Guide. ie marketing the property, photos, floorplans, board, accompanied viewings, if required and credit checking and referencing, tenancy agreement and utility management. Arrange safety certificates if required. Allow access to your own private tenancy portal.	<b>£450</b>
<b>MONTHLY MANAGEMENT FEE</b> (percentage of the monthly rent) This is for managing the tenancy i.e. collecting and remitting rent, arranging minor repairs and maintenance, paying contractors from rent received and producing a monthly statement. We endeavour to carry out six monthly routine house visits with the tenant's permission for access. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. We also deal with day to day issues and queries from both landlords and tenants such as requests for redecoration etc.	<b>10% plus VAT (negotiable)</b>
<b>DEPOSIT REGISTRATION FEE</b> - All tenants' deposits must be registered – by law – with a Government-authorized Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by John German is The Dispute Service (TDS)	<b>£7 per month</b>
<b>INVENTORY FEE</b> - It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has as well as whether it is let furnished or unfurnished. Please note that if you don't have an inventory or the quality is poor it is unlikely you will be successful in any claim to the tenants' deposit upon check out.	<b>From £120</b>
<b>FIXED TERM RENEWAL FEE</b> - If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy agreement and all the necessary documents that must be served. Please note due to the Renters Rights Bill, this may not be applicable as all tenancies may become periodic	<b>£120</b>
<b>PERIODIC RENEWAL FEE</b> – if both parties agree that the tenant can stay on a contractual periodic basis rolling month to month. This cost covers the negotiation, amending and updating the terms and all the necessary documents that must be served.	<b>£24</b>
<b>RENT AND LEGAL PROTECTION INSURANCE</b> – nil excess rent and legal guarantee to cover loss of rent for six months and all court and legal costs up to £50,000 – please ask for more details and the updated policy. Rents over £2500 pcm will need to be quoted separately	<b>3.5% plus Vat of the monthly rental amount</b>
<b>Additional services and fees (including VAT)</b>	
<b>DEPOSIT DISPUTE NEGOTIATIONS</b> - Should a dispute arise following the check-out report and further negotiations necessary to agree the release of the deposit a further fee is charged. If no solution can be agreed we arrange the landlord's evidence of claim for the TDS and submit to the scheme along with any disputed amount for final adjudication.	<b>£75</b>
<b>ADDITIONAL CONTRACTOR QUOTES</b> – As part of our service we will arrange 2 contractor quotes for repairs. If you request an additional quote these will be charged per additional quote.	<b>£36</b>
<b>QUARTERLY SUBMISSION TO HMRC ANNUAL SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC</b> This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An annual submission is also required.	<b>£36 per quarter</b>
<b>LETTER BEFORE ACTION</b> – In a case where there are rent arrears, when required we will liaise with solicitors and instruct them to issue a letter before action to the tenant.	<b>£36</b>
<b>COPIES OF STATEMENTS</b> – these are available on Propertyfile but should you require a printed copy, a fee is charged	<b>£36</b>
<b>ADDITIONAL PROPERTY VISITS</b> - if a routine visit (over and above the two 6-monthly visits included in the monthly fee) is required – for example at the specific request of the Landlord, or to resolve a neighbour dispute, a fee is charged.	<b>£48</b>
<b>COURT ATTENDANCE</b> - In the unfortunate event where we might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.	<b>£60 per hour + expenses</b>
<b>SOLICITORS</b> dealing with a Solicitor on your behalf - when a solicitor has been instructed this fee applies for any liaison or administration that we may be required to carry out on your behalf. An example of expenses may include hand delivery of original documents.	<b>£60 per hour + expenses</b>
<b>INSURANCE CLAIMS</b> - Dealing with or supplying information to Insurance on behalf of the landlord	<b>15% of any claim</b>
<b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve relevant notice in writing served by Signable or delivered to property	<b>£60</b>
<b>SMOKE ALARMS and/or CARBON MONOXIDE ALARMS</b> – to organise the supply and fitting if none are installed at the commencement of the tenancy.	<b>£36 per unit</b>
<b>LEGIONELLA RISK ASSESSMENT</b> - to organise a professional risk assessment at the commencement of the tenancy.	<b>£140</b>
<b>ENERGY PERFORMANCE CERTIFICATE</b> - To instruct a certified engineer to carry out a report and supply a certificate.	<b>£96</b>
<b>EICR</b> – to arrange Electrical Installation Condition Report	<b>From £160</b>
<b>TERMINATION OF MANAGEMENT</b> – If during the tenancy you terminate our management an exit fee will be due for payment for our time arranging transfer of documents and the deposit to your new letting agent.	<b>£60</b>
<b>AGENT SWITCH</b> - This fee is to be charged for take over management service from your current letting agent and will cover and AST check, a property visit, smoke alarm check and picking up any relating management matters.	<b>£120</b>
<b>SELECTIVE LICENSING FEE</b> – for dealing with all administration on your behalf.	<b>£120</b>

Referral fees: We routinely refer our landlords to Let Alliance/Canopy for insurance advice. It is your decision whether you choose to deal with either. In making that decision, you should know that we receive 20% commission for insurance products sold which is worth approximately £45 per policy. Where we arrange for an EICR, Gas Certificate, Legionella Risk Assessment or EPC on behalf of a client, we may charge a fee which covers arranging the inspection, collection of keys (if necessary) and the survey. Of the total cost John German retains on average £20 to cover the administration of this process. If you require any financial advice, we may refer you or the tenant to APR Money Limited for advice on mortgage products available. It is your decision whether you choose to deal with APR Money Limited. In making that decision, you should know that we receive approximately £60 per referral from APR Money Limited. Commissions from some Third Parties: We may be offered commissions by third-party companies in the course of managing your property. If we are offered a commission or other form of remuneration as a form of loyalty commission and are satisfied that the services provided are as good as other local services, and of a similar price, and as long as your interests are not adversely affected, we may accept such a commission for our own benefit. In the case of arranging a refurbishment for you of more than £500 total cost, we will automatically apply a 10% plus VAT fee. **Changes to commission or fees will be notified to the Landlord with no less than 28 day's notice.**

## LANDLORD FEES – Tenant Find Service

(Our fees are presented including Vat which is charged at the prevailing rate)	
<b>SET UP FEE</b> - includes agreeing the market rent and finding a tenant as per our discussion and our Landlord Guide. ie marketing the property, photos, floorplans, arranging viewings only (not carrying them out) and credit checking, referencing and tenancy agreement. This also includes the registration, de-registration and certification of the tenant's deposit including the Prescribed Information. All tenants' deposits must be registered – by law – with a Government-authorised Scheme. We use The Dispute Service.	<b>50% of first month's rent (min of £650)</b>
Additional (optional) services and fees (including VAT)	
<b>INVENTORY FEE</b> - It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has as well as whether it is let furnished or unfurnished. Please note that if you don't have an inventory or the quality is poor it is unlikely you will be successful in any claim to the tenants' deposit upon check out.	<b>From £200</b>
<b>TO LET BOARD</b>	<b>£36</b>
<b>ACCOMPANIED VIEWINGS</b> – To carry out unlimited viewings at the property with our experienced accompanied viewers.	<b>£90</b>
<b>REFURBISHMENTS</b> - Arrangement fee relating to works over £500 on arranging works to the property	<b>20% of the total invoicing</b>
<b>FIXED TERM RENEWAL FEE</b> - If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy agreement and all the necessary documents that must be served.	<b>£160</b>
<b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve Section 13 Notice in writing served by 1 <sup>st</sup> class post, email and hand delivered to property.	<b>£120</b>
<b>SAFETY CERTIFICATES</b> – To arrange a Gas Safety certificate or Electrical inspection condition report (please note the cost of the work is not included in this fee and will be charged separately by the contractor)	<b>£36</b>
<b>SMOKE ALARMS and/or CARBON MONOXIDE ALARMS</b> – to organise the supply and fitting if none are installed at the commencement of the tenancy.	<b>£36 per unit</b>
<b>LEGIONELLA RISK ASSESSMENT</b> - to organise a professional risk assessment at the commencement of the tenancy.	<b>£160</b>
<b>ENERGY PERFORMANCE CERTIFICATE</b> - To instruct a certified engineer to carry out a report and supply a certificate.	<b>£96</b>

AT THE END OF THE TENANCY	
<b>CHECK OUT REPORT</b> - Carrying out a check out at the property and reporting to the landlord and tenant the outcome with recommendations on deposit disbursements and if approved to return the deposit to the agreed parties as recommended.	<b>£300</b>
<b>DEPOSIT DISPUTE NEGOTIATIONS</b> - Should a dispute arise following the check-out report and further negotiations necessary to agree the release of the deposit a further fee is charged	<b>£120</b>
<b>TDS ADJUDICATION</b> – If no solution can be agreed we arrange the landlord's evidence of claim for the TDS and submit to the scheme along with any disputed amount for final adjudication	<b>£150</b>
<b>COURT ATTENDANCE</b> - In the unfortunate event where we might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.	<b>£250 per half day + expenses</b>
<b>SOLICITORS</b> dealing with a Solicitor on your behalf - when a solicitor has been instructed this fee applies for any liaison or administration that we may be required to carry out on your behalf. An example of expenses may include hand delivery of original documents.	<b>£85 per hour + expenses</b>

Referral fees: Please see our Fully Managed sheet