

## Harcourts' Letting Services

	Fully Managed	Rent Collection	Tenant Find
Advice on current rental levels	✓	✓	✓
Property marketing	✓	✓	✓
Accompanied viewings	✓	✓	✓
Tenant referencing and Right to Rent check	✓	✓	✓
Collection of first month's rent and deposit	✓	✓	✓
Assured Shorthold Tenancy Agreement	✓	✓	✓
Accounting on a quarterly basis	✓	✓	
Notification of meter readings to utility companies	✓	✓	
Monitoring of rental payments	✓	✓	
Inventory and schedule of condition	✓	✓	
Deposit reconciliation	✓	✓	
Negotiating tenancy renewals	✓		
Service of Section 21 Notice	✓		
Arranging maintenance and repairs	✓		
Property inspections	✓		
Emergency call out	✓		

## Landlord's Fee Schedule

Service	Cost
Fully Managed	10% plus VAT of the rental income (12% inclusive of VAT)
Rent Collection	8% plus VAT of the rental income (9.6% inclusive of VAT)
Tenant Find Only	£375.00 plus VAT (£450.00 inclusive of VAT)
Block Management	£132.60 plus VAT per unit, per annum (£159.12 inclusive of VAT)
Professional Works Fee – obtaining quotes, organising refurbishment works and project management	10% plus VAT of net cost (12% inclusive of VAT)
Set up fee for new tenancies – includes marketing and advertising, viewings, negotiation and Tenancy Agreement.	£225.00 plus VAT (£270.00 inclusive of VAT)
Portable appliance testing	£10 plus VAT per property (£12.00 inclusive of VAT) in addition to the contractors fee
Landlords gas safety check – maintaining annual checks in accordance to regulations	£20.00 plus VAT (£24.00 inclusive of VAT ) in addition to the contractors' fee
Energy Performance Certificate - arrange for a certified assessor to provide a written report in accordance to regulations	£65.00 plus VAT (£78.00 inclusive of VAT)
Legionella Risk Assessment – inspection report carried out to ascertain the level of risk as required by the Health and Safety Executive	£12.00 plus VAT (£14.40 inclusive of VAT) in addition to the contractors' fee
Independent Inventory (Includes comprehensive property description and photos).	£110.00 plus VAT (£132.00 inclusive of VAT)
Independent Check-out report showing condition of property at end of tenancy.	£100.00 plus VAT (120.00 inclusive of VAT)

## Landlord's Fee Schedule

Service	Cost
Extension of original Tenancy Agreement	£40.00 plus VAT (£48.00 inclusive of VAT)
Progressing insurance claims	10% plus VAT of the claim cost (12% inclusive of AT)
Court attendance on behalf of the client	Up to £250.00 plus VAT (full day) or pro rata
Attending bailiffs appointment to change locks	£50.00 plus VAT (£70.00 inclusive of VAT)
Chaperoning service to allow evicted tenant(s) to collect belongings following a possession order	£25.00 plus VAT per hour (£30.00 inclusive of VAT)
Key cutting (additional or replacement keys)	£8.00 plus VAT (£9.60 inclusive of VAT) plus the cost of the key
Land Registry search	£10.00 plus VAT (£12.00 inclusive of VAT)
Supply of Materials e.g. Notice Board	£10.00 plus VAT (£12.00 inclusive of VAT) plus cost of material
Caretaking /vacant property inspections	£20.00 plus VAT (24.00 inclusive of VAT) per visit
Additional reporting to HMRC	£15.00 plus VAT (£18.00 inclusive of VAT)
HMRC income schedule (previous tax year)	Up to £25.00 plus VAT (£30.00 inclusive of VAT)
Tenancy Agreement	£130.00 plus VAT (£156.00 inclusive of VAT)
Deposit registration	£25.00 plus VAT (£30.00 inclusive of VAT)
Processing a deposit dispute	£50.00 plus VAT (£60.00 inclusive of VAT)

**Landlord's Fee Schedule**