

LANDLORD FEES SCHEDULE

www.balfours.co.uk

LEVELS OF SERVICE OFFERED:

	Tenant Find: 120% of 1st months' rent (inc. VAT)	Managed: 15% of rent (inc. VAT)	Managed Plus: 21% of rent (inc. VAT)
Market Appraisal	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advertise the property in branch, online & in local newspapers (to include property portals & social media)	✓	✓	✓
Advertise the property in branch, online & in local newspapers (to include property portals & social media)	✓	✓	✓
Take up references & credit checks	✓	✓	✓
Prepare the tenancy agreement & other prescribed information & documents	✓	✓	✓
Collect the first month's rent & deposit, & protect deposit with TDS	✓	✓	✓
Arrange standing order mandate where possible for future rental payments	✓	✓	✓
Notify utility providers of new tenancy details & meter readings		✓	✓
Conduct regular inspections with a copy of each report forwarded to landlord & tenant		✓	✓
Arrange for annual servicing of gas appliances/installations if required		✓	✓
Deal with repairs on a day-to-day level		✓	✓
Arrange payment of contractors from rental income		✓	✓
Advise & carry out rent reviews where applicable		✓	✓
Serve statutory notices at the end of tenancy where applicable		✓	✓
Conduct a final inspection & handle deposit negotiation where necessary		✓	✓
Guaranteed rental payments for duration of tenancy			✓
Upgraded referencing to include bank data checks & fraud check			✓
Quicker than average vacant possession (if required)			✓
Legal expenses of up to £50,000			✓
A comprehensive written inventory with supporting photographs			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

START OF TENANCY FEES

Set-up Fees: 120% of first months' rent (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.

Deposit Registration Fees (where collected): £36 (inc. VAT) per tenancy (included in Management & Management Plus services. 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: Dependent on the number of bedrooms and/or size of the property and any outbuildings. Approximate fee equivalent to 10% of one months rent.

Accompanied Check-in Fees: £90(inc. VAT) per tenancy +mileage. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £120 (inc. VAT) per tenancy + disbursements. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Additional Property Visits: £90 (inc. VAT) + mileage 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.

Rent Review Fees: £120 (inc. VAT) per tenancy (included in Management Services). Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Right-to-Rent Follow-Up Check: £90 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016.

Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £100 (inc. VAT) per tenancy and management fees that are due to the end of the fixed term of the tenancy (ie 15% of monthly rent). 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.

If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION:

<https://www.rics.org/>



INDEPENDENT REDRESS:

www.tpos.co.uk



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

END OF TENANCY FEES

Renewal Fees: £200 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Check-out Fees: £120 (inc. VAT) per tenancy + mileage.
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: £90 (inc. VAT) per hour.
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.

Fees for the service of Legal Notices (Section 8 or Section 21):
£120 (inc. VAT) per Notice.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £120 (inc. VAT) + mileage per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £300 (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: £90 (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.

Tenancy Agreement - (AST): £300 (inc. VAT)
Renewal AST: £200 (inc. VAT)
Rent Guarantee for duration of tenancy: 2.5% of monthly rent
Mileage: charged at 55p per mile from Balfours Office at New Windsor House.

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