

## 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 (percentage of the monthly rent) 12% inc VAT(10% + VAT)

This service includes collecting the monthly rent, regular property visits, 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, access to online Landlord portal to access statements, rent reviews, handling of TDS dispute (if required), preparing any relevant legal notices and arranging repairs.

Rent Protection with Tenant Eviction Policy £18pcm inc IPT

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 £2500pcm 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 £180 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 and lease preparation.

Inventory Fee See Separate Schedule

A report of the condition of the property prior to a tenancy commences. These are carried out by a professional third party company. The fee is dependable on the amount of bedrooms and outbuildings the property has.

Deposit Registration Fee £42 inc VAT Per annum

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.

Gas Safety Certificate From £70 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 £24 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 £75 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.

Quarterly Submission of non-resident Landlords to HMRC £30 inc VAT

Annual Submission of non-resident Landlords to HMRC £60 inc VAT

Annual Income & Expenditure Report £30 inc VAT

Copy of Statements (monthly or per request) £20 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 £75 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.

Empty Care Service/Visits to Vacant Properties £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 £80 per hour, 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.

Additional Repairs 10% of invoice total +VAT

Where we manage the property, and carry out maintenance repairs that are major works. The Agent is authorised to spend the Landlords money without the Landlords approval, up to a maximum of £180 inc VAT.

Key Cutting Service £12 inc VAT + Cost of Keys

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

Purchases Arrangement Fee £12 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 Refund the Admin fee & 6 months' commission

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.

<b>RENT COLLECT SERVICE</b>
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Monthly Fee (percentage of the monthly rent) 10.8% inc VAT (9% +VAT)

This service includes collecting the monthly rent, advising all utility providers of any tenancy changes, chasing of any late payments from tenants, access to Landlord portal to access statements, preparing any relevant legal notices and arranging repairs.

Rent Protection with Tenant Eviction Policy £18 per month inc IPT

Set Up Fee £180 inc VAT

Inventory Fee See Separate Schedule

Deposit Registration Fee £42 inc VAT per annum

Gas Safety Certificate From £70 inc VAT

Electrical Safety Check Price On Request

Energy Performance Certificate £75 inc VAT

Quarterly Submission of non-resident Landlords to HMRC £30 inc VAT

Annual Submission of non-resident Landlords to HMRC £60 inc VAT

Annual Income & Expenditure Report £30 inc VAT

Copy of Statements (monthly or per request) £20 inc VAT

<u>Handling TDS Dispute</u>	£100 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.	
<u>Legal Notices</u>	£30 inc VAT
Where Seekers are required to serve legal notices to tenants.	
<u>Empty Care Service/Visits to Vacant Properties</u>	£30 inc VAT
<u>Additional Service Charge</u>	£50 inc VAT
This fee is charged when we do not manage the property but are requested to deal with a maintenance issue. This fee is per issue.	
<u>Key Cutting Service</u>	£12 inc VAT + Cost of Keys
<u>Purchases Arrangement Fee</u>	£12 inc VAT
<u>Withdrawal of Property</u>	Refund the Admin fee & 6 months' commission

## TENANT FIND SERVICE

<u>Tenant Finding Fee</u>	1 months rent + VAT
This service includes finding a tenant, referencing the prospective 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.	
<u>Set Up Fee</u>	£180 inc VAT
<u>Inventory Fee</u>	See Separate Schedule
<u>Deposit Registration Fee</u>	£42 inc VAT per annum
<u>Gas Safety Certificate</u>	From £70 inc VAT
<u>Electrical Safety Check</u>	Price On Request
<u>Energy Performance Certificate</u>	£75 inc VAT
<u>Key Cutting Service</u>	£12 inc VAT + Cost of Keys
<u>Additional Service Charge</u>	£50 inc VAT
<u>Withdrawal of Property</u>	Refund the Admin fee & 6 months' commission

## INVENTORY FEES

<u>Studio</u>	£95 inc VAT
<u>1 Bedroom</u>	£110 inc VAT
<u>2 Bedroom</u>	£130 inc VAT
<u>3 Bedroom</u>	£140 inc VAT

4 Bedroom

£150 inc VAT

5 Bedroom

£175 inc VAT

\*15% Surcharge for Furnished Properties

**Property Address:**

**Service Required:**

**Signed By Landlord/s:**

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**Print Names:**

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**Date:**

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