

LANDLORD FEES SCHEDULE

LEVEL OF SERVICE OFFERED

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	Tenant Find: 11% of rent (inc. VAT)	Rent Collection: 12% of rent (inc. VAT)	Fully managed: 15% of rent (Inc. VAT)
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect To Let board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find suitable tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Agree collection of any shortfall and payment method		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

LANDLORD FEES SCHEDULE ctd:

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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(All fees quoted are inclusive of VAT)

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC): £120.00
- Gas Safety Certificate (GSC) £78.00
- GSC plus Full Service £144.99
- Electrical Installation Condition Report (EICR) Approx £250.00 – Dependent on size of property
- Portable Appliance Testing (PAT) £120.00
- Legionella Risk Assessment £126.00
- Smoke alarms and Carbon Monoxide: Starting from £45.00
- Additional key cutting: Cost of invoice plus £12.00
- Shopping Fee: Cost of invoice plus £42.00
- Local Authority licensing application £120.00
- Refurbishment Fee: For refurbishments over £1,000 – 12% charged on the balance

START OF TENANCY FEES:

- Set up Fees £400.00
(Includes Referencing for up to two tenants, ID checks, Right – to – Rent check, financial credit checks, Obtaining references from current employers/landlords etc. Drawing up and arranging the signing of the tenancy Agreement)
- Additional Tenant Referencing Fees £42.00 (per tenant)
- Guarantor Fees £42.00 (per guarantor)

DURING TENANCY FEES:

- Deposit Registration Fees £60.00
(includes - Register landlord and tenant details to the Tenancy Deposit Scheme. Provide the tenant and landlord with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date)
- Inventory/check in charge – **SEE SEPARATE SCHEDULE**
- Accompanied Check-in Fees £120.00
- Additional property visits during tenancy £72.00
- Tenancy renewal Fees £72.00

LANDLORD FEES SCHEDULE ctd:

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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(All fees quoted are inclusive of VAT)

DURING TENANCY FEES - continued

- Re-registration to Tenancy Deposit Scheme (TDS) £42.00
- Right to Rent follow up checks £42.00

END OF TENANCY FEES:

- Serving Section 8 or Section 21 notices £72.00
- Check-out Fee (SEE SEPARATE SCHEDULE)
- Accompanied check-out Fee £120.00
- Tenancy Deposit Return £120.00
(Let only/Rent demand Service – if requested to
Negotiate the return of the deposit)

OTHER FEES AND CHARGES:

- Vacant Property Management (per visit) £72.00
- Management Take Over Fee £120.00
- Landlord Withdrawal Fee three months rental fee

FINANCIAL CHARGES:

- Interest on unpaid commission 4% above Bank Base Rate
(from due date until paid)
- Submission of Non-Resident Landlords receipts to HMRC £72.00
(if not in receipt of Non-Resident Landlord Status)
On a quarterly basis
- Duplicate copies of Rental Statements £10.00 – per statement
- Legal Proceedings £144.00 – per hour
(should Henshaws Estate Agents be required to assist)
- Attendance at Court £264.00 – per hour
(should Henshaws Estate Agents be required to assist)
- Landlords Buildings and/or Contents Insurance Claim £144.00 – per hour

LANDLORD FEES SCHEDULE ctd:

INVENTORY FEES

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(All fees quoted are inclusive of VAT)

PROPERTY	SERVICE	UNFURNISHED	FURNISHED
*Studio/One bed Up to: 1 hallway 1 reception 1 bathroom/en-suite/WC 1 kitchen	Inventory Make	£114.00	£132.00
	Check-in	£96.00	£108.00
	**Inventory Update	£66.00	£66.00
	Check-out	£108.00	£132.00
*Two Bedroom Up to: 1 hallway 1 reception 2 bathrooms/en-suite/WC 1 kitchen	Inventory Make	£138.00	£162.00
	Check-in	£120.00	£126.00
	**Inventory Update	£66.00	£66.00
	Check-out	£132.00	£150.00
*Three Bedroom Up to: 1 hallway 2 reception 2 bathrooms/en-suite/WC 1 kitchen	Inventory Make	£156.00	£186.00
	Check-in	£132.00	£138.00
	**Inventory Update	£66.00	£66.00
	Check-out	£150.00	£168.00
*Four Bedroom Up to: 1 hallway 2 reception 3 bathrooms/en-suite/WC 1 kitchen & utility	Inventory Make	£210.00	£228.00
	Check-in	£150.00	£180.00
	**Inventory Update	£66.00	£66.00
	Check-out	£192.00	£210.00

LANDLORD FEES SCHEDULE ctd:

INVENTORY FEES ctd:

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(All fees quoted are inclusive of VAT)

*Five Bedroom Up to: 1 hallway 2 reception 3 bathrooms/en-suite/WC 1 kitchen & utility	Inventory Make	£234.00	£252.00
	Check-in	£168.00	£198.00
	**Inventory Update	£66.00	£66.00
	Check-out	£216.00	£234.00
*Six Bedroom Up to: 1 hallway 2 reception 3 bathrooms/en-suite/WC 1 kitchen & utility	Inventory Make	£258.00	£276.00
	Check-in	£186.00	£216.00
	**Inventory Update	£66.00	£66.00
	Check-out	£240.00	£258.00

- For additional rooms above standard property sizes mentioned above, please add £12.00 to the unfurnished price, and £18.00 per room to the furnished price (inv, Check-In & Check-Out). Passages, Stairs, landings, cupboards are not charged extra and are included in the above prices. Other undefined rooms not mentioned above could be seen as additional rooms and charged extra
- All reports will be provided via email & are also available online via our Property Inventory Management System (PIMS)
- All costs are subject to change
- * Inventory update prices applicable when combined with Check-In

CLIENT MONEY PROTECTION:

INDEPENDENT REDRESS:

www.propertymark.co.uk

www.tpos.co.uk



LANDLORD FEES SCHEDULE cont:

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LANDLORD FEE SCHEDULE: On 1st June 2019 The Tenant Fee Ban was introduced by the Government. Under current legislation we require to show both our new and old landlord fee structure, as soon below pre 1st June 2019

LEVEL OF SERVICE - % RATES*

Tenant Find Commission:

- Initial Term (min 12 months) – 8% + VAT of gross rent due (1) 9.6% Inc VAT
- Subsequent term – 4% + VAT of gross rent due (2) 4.8% Inc VAT

Tenant Find and Rent Acceptance Commission: 10% + VAT Of gross rent due (3) 12% Inc VAT

Full Management Service Commission: 12% + VAT Of gross rent due (3) 14.4% Inc VAT

*Minimum fees apply: - Tenant Find Service £840 inc VAT Initial fee plus £420 inc VAT thereafter ? Tenant find and Rent Acceptance Service £900 inc VAT pa/ Full Management Service £1020 inc VAT pa

ADDITIONAL OPTIONAL SET UP FEES/COSTS

Arrangement fees

- Energy Performance Certificate (EPC) {£75 + VAT} £90 Inc VAT
- Legionella Risk Assessment {£95 + VAT} £114 Inc VAT
- Inventory Cost – First Tenancy – depends on size of property Advised on instruction
- Inventory Re-type – subsequent Tenancies – depends on size of property Advised on instruction
- Check Out fee – depends on size of property Advised on instruction
- Gas Safety Invoiced by Contractor – approx. £75 Inc VAT

ADDITIONAL NON OPTIONAL TENANCY FEES

- Initial Tenancy Agreement Set-Up Fee {£125 + VAT} £150 Inc VAT
- Tenancy Deposit Scheme Registration {£45 + VAT} £54 Inc VAT
- Tenancy Renewal Fee {£50 + VAT} – Excl Tenant Find £60 Inc VAT
- Tenancy Deposit Scheme Re-Registration fee {£25 + VAT} £30 Inc VAT
- Additional Property Visits {£50 + VAT per hour} £60 Inc VAT per hour
- Submission of non-resident tax deductions to HMRC {£35 + VAT p.q.} £42 Inc VAT per quarter
- Tenancy Disputes – Referral to TDS {£50 + VAT} Full Mg'd £60 Inc VAT
- Duplicate copies of Rental Statements {£2.50 + VAT per copy} £3 Inc VAT per copy

ADDITIONAL SERVICES

- Empty property general maintenance (£150 + VAT) pm £180 pm Inc VAT
- Pre-Tenancy preparation services: An hourly rate of £50 plus VAT {£60 Inc VAT}
- Refurbishment projects: {10% + VAT} 12% Inc VAT of the total cost of the work {min of £150 Inc VAT}
- Additional Services An hourly rate of £80 plus VAT {£96 Inc VAT}
 - Attend upon your solicitor or at court
 - Deal with Landlord Buildings and/or Contents Insurance Claims arising during the tenancy