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Landlord Fees Schedule

Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

Full Management Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly.	18% of the rent, inclusive of VAT (15%+VAT)
Compliance Fee	£14.40 inclusive of VAT (£12.00 + VAT) per month
	*Sole Agency

Rent Collection Service Percentage of the rent payable for the full duration of the tenancy term (as defined). Payable monthly	15.6% of the rent, inclusive of VAT (12% +VAT)
Protection and holding of Tenancy deposit OR Contribution towards administration of No Deposit Scheme	£7.20 inclusive of VAT (£6.00 + VAT) per month
	*Sole Agency

Plus

Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)	Equivalent to 1.8 weeks' rent including VAT, subject to a minimum of £540.00 inclusive of VAT (£450.00 +VAT)
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only) (ENGLAND ONLY)	£180.00 inclusive of VAT (£150.00 + VAT)
Landlord Renewal (WALES ONLY)	£180.00 inclusive of VAT (£150.00 + VAT)
Inventory and Schedule of Condition	From £150.00 inclusive of VAT (£125.00 + VAT)
Landlord Check Out Fee	£150.00 inclusive of VAT (£125.00 + VAT)
PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i>	£24.00 inclusive of VAT (£20.00 + VAT)
Premier Service	5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month Or 4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month

Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Tenant Introduction Only Services	Equivalent to one month's rent plus VAT*. Payable prior to completion. *Sole Agency
Protection of the Deposit with The Dispute Service	£66.00 inclusive of VAT (£55.00 + VAT) payable on the commencement of the Tenancy
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only) (ENGLAND ONLY)	£180.00 inclusive of VAT (£150.00 + VAT)
Landlord Renewal (WALES ONLY)	£240.00 inclusive of VAT (£200.00 + VAT)* for any renewal or extension of any Contract or for any Rent review thereafter, payable on commencement of the renewal Term or rental period or commencement of the rent review process.
Provision of the written statement	£360.00 inclusive of VAT (£300.00 + VAT) per contract
Inventory	From £150.00 inclusive of VAT (£125.00 + VAT)
Check Out Fee	From £150.00 inclusive of VAT (£125.00 + VAT)

Leaders is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.



Landlord Fees Schedule

Standard/Additional Fees – applicable to all contracts

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£72.00

Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of either a gas safety record, electrical certificates or portable appliance test	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	From £114.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00
Pre-Tenancy Withdrawal	£1,000.00
Change Of Tenant/Contract-holder/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Change Of Tenant/Contract-holder/Sharer Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending a Tenancy Agreement or Occupation Contract (Wales) at a Landlord's request to include issuing endorsements (England) or amended contracts (Wales).	£60.00
Periodic Rent Review Fee (WALES ONLY)	Ask in branch for more details
Deposit Dispute Submission Fee	£120.00
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Key cutting	Invoice value plus £12.00 per set
Shopping fee	Invoice value plus £42.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return Additional financial Information required	£59.40 £60.00 per hour
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Arrangement of Insurance work or refurbishment work or purchase of replacement furniture	12% of the contractor's invoice
Abortive Check In Fee	£120.00
Property Inspections and Visits Additional visits made by the Agent to the Property at the specific request of the Landlord	£42.00 per Property visit
Additional Property Visits to comply with the conditions of a property licence	£42.00 per Property visit
Property Visits to Unoccupied Property	From £80.00 per property visit
Waiting at Property on behalf of the Landlord	£60.00 per hour
Licence application on behalf of the Landlord	£390.00 plus any reasonable expenses or disbursements
Administer Tax to HMRC for and on behalf of the Landlord	£15.00 per annum
Withdrawal Fee (applicable to periodic occupation contract) (WALES ONLY)	Equivalent to 2 months' rent plus VAT
Withdrawal Fee (ENGLAND ONLY)	Equivalent to 2 months' rent plus VAT applicable to Initial Period. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

*included in Managed Service

**£30.00 arrangement Fee included in Managed Service