

# 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

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|--|---|
| <b>Full Management</b><br>Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly.<br><br>Compliance Fee   | 18% of the rent, inclusive of VAT (15%+VAT)*<br><br>£14.40 inclusive of VAT (£12.00 + VAT) per month<br><br>*Sole Agency  |
| <b>Rent Collection Service</b><br>Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly<br><br>Protection and holding of tenancy deposit<br>OR<br>Contribution towards administration of No Deposit Scheme | 15.6% of the rent, inclusive of VAT (13% +VAT)*<br><br>£7.20 inclusive of VAT (£6.00 + VAT) per month<br><br>*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 £690.00 inclusive of VAT (£575.00 +VAT)  |
| Rent Review   | £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<br>Or<br>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.

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| Tenant Introduction Only Services                          | 12% inclusive of VAT (10% + VAT)* of the rent equivalent to a period of 12 months. Payable prior to completion.<br><br>*Sole Agency    |
| Set Up Fee (This includes a Tenancy Agreement)             | Equivalent to one weeks' rent subject to a minimum of £300.00 inclusive of VAT (£250.00 + VAT) payable on commencement of the tenancy. |
| Protection of the Tenancy Deposit with The Dispute Service | £114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the tenancy   |
| Rent Review  | £180.00 inclusive of VAT (£150.00 + VAT)   |
| PEP and Sanctions Check Fee                                | £24.00 inclusive of VAT (£20.00 + VAT)   |
| Provision of a Written Statement                           | £360.00 inclusive of VAT £300.00 + VAT) per tenancy  |
| Inventory/Check Out Preparation                            | Full inventory services 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.

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### Standard/Additional Fees – applicable to all tenancies

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

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|---|---------|
| 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 or electrical certificates  | 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/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)                        | £150.00  |
| Change Of Tenant/Sharer Fee (Agent Instructed on Introduction Only Service)                                 | £420.00  |
| Amending a Tenancy Agreement at a Landlord's request to include endorsements                                | £60.00   |
| 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  |
| Shopping fee  | Invoice value plus £42.00  |
| Tax   |  |
| Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return | £59.40   |
| Additional financial Information required   | £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)   | Equivalent to 2 months' rent plus VAT applicable to Initial Period.<br>Equivalent to 1 months' rent plus VAT applicable to Anniversary Period. |

\*included in Managed Service

\*\*£30.00 arrangement Fee included in Managed Service