



# Primmer Olds B.A.S

– Chartered Surveyors –

## Landlord Fee Schedule

### **Fully Managed 10% Plus VAT (12% Inc VAT) Includes: -**

- Collecting rent and remitting quarterly statements.
- Pursuance of non-payment of rent.
- Six monthly property inspections.
- Arranging maintenance repairs.
- Repeat Right to Rent checks annually (if required).
- Transfer of utilities at the start and end of the tenancy.
- Service of Section 21 Notice if possession is required.
- Negotiating deposit returns and remit of deposit funds.
- Holding keys for emergencies during the tenancy.

### **Set Up Fee (new tenancy) £350.00 Plus VAT (£420.00 Inc VAT) includes: -**

- Appraisal to ensure all legal requirements have been carried out on the property prior to letting. To include a Gas Safety Inspection, Energy Performance Certificate (EPC), Electrical Installation Condition Report (EICR) and Legionella Risk Assessment.
- Marketing and advertising on property portals.
- Accompanied viewings.
- Comprehensive tenant referencing, to include credit check, affordability, and previous landlord, to include a guarantor reference if required.
- Complete Right to Rent checks on tenants and permitted occupiers in accordance with the Home office.
- Supply of a twelve month Assured Shorthold Tenancy Agreement and associated paperwork.
- Registration of tenant deposit with the Tenancy Deposit Scheme and service of certificate to the tenant.

### **Take Over Management Fee (150.00 Plus VAT (£180.00 Inc VAT) per property, includes: -**

- Section 48 Notice (address for service).
- Rent review.
- Assessment of tenancy and issue of new AST and associated paperwork.
- Legal compliance check, including Health and Safety.
- Property Inspection
- Advise/recommendations of maintenance repairs or improvements.



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<b>Energy Performance Certificate.</b> To arrange an appointed assessor to complete and provide an EPC report, and to ensure the rating meets current regulation.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Electrical Installation Condition Report.</b> To arrange a qualified electrician to carry out the Electrical inspection at least every 5 years.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Gas Safety Inspection.</b> To keep up to date records and arrange the annual gas safe inspection.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Legionella Risk Assessment.</b> To arrange the assessment and supply a written report.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Landlords Rent and Legal Protection.</b> Covers the legal cost of eviction and up to 6 months' loss of rent.	3% of annual rent
<b>Inventory Report.</b> To arrange and supply a comprehensive schedule of condition at the commencement of the tenancy.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Checkout Report.</b> To arrange and supply a report on the condition of the property at the end of the tenancy.	Cost + £25.00 (£30.00 Inc VAT) (Arrangement fee only)
<b>Deposit Dispute.</b> If all reasonable attempts have been made regarding deductions, but an agreement cannot be met, a dispute must be raised with the deposit scheme.	£50.00 (£60.00 Inc VAT)
<b>Renewal Fee.</b> To review the rental and negotiate with the tenant a 6 or 12-month fixed term AST Agreement.	£100.00 (120.00 Inc VAT)
<b>Memorandum of Agreement.</b> Used for extended tenancies with a rent increase but without a new AST agreement.	£50.00 (£60.00 Inc VAT)
<b>Professional Works Fee.</b> Commission is charged on works carried out costing £500.00 or over which we have organised and instructed.	7.5% (9% Inc VAT)
<b>Court Attendance.</b> To represent the client if a possession claim proceeds to court. (Fee covers up to two hours attendance) any expenses will be in addition.	£150.00 (£180.00 Inc VAT)

Client Money Protection  
Independent Redress Scheme

[www.rics.org/clientmoneyprotectionscheme](http://www.rics.org/clientmoneyprotectionscheme)  
[www.tpos.co.uk](http://www.tpos.co.uk)