

# LANDLORD GUIDE TO FEES

<b>Set-up per contract</b>	Covering various services including advertising, compliance, viewings etc	<b>£300 Incl. VAT</b>
<b>Existing contract management takeover</b>	As above	<b>£300 Incl. VAT</b>
<b>Managed service</b>		<b>13% of the monthly rental Incl. VAT</b>
<b>Let only service</b>		<b>£400 Incl. VAT</b>
<b>Anti Money Laundering/ID checks</b>		<b>£70 Incl. VAT</b>
<b>EPC (Energy Performance Certificate)</b>		<b>£100 No VAT</b>
<b>Gas Safety Certificate</b>		<i>Cost based on appliances, chimneys etc.</i>
<b>Electrical Installation Condition Report</b>		<i>Based on factors incl. property age, size, etc</i>
<b>Inventory</b>		<b>£85 min - £120 max</b>
<b>Deposit registration (where collected)</b>	Registering both parties' details with a Government protected scheme	<b>£21 Incl. VAT</b>
<b>Property inspections</b>	Defaulted to occur every quarter	<b>£60 Incl. VAT</b>
<b>Renewal - occupation contract</b>	Arranging contracts, updating terms, signing	<b>£100 Incl. VAT</b>
<b>Arrangement of works</b>	Exclusively available under the Fully Managed Service	<b>£15 Incl. VAT</b>
<b>Check-out reports</b>	Determined by the size of the property	<b>£55 min - £85 max</b>
<b>Check-out admin fee</b>	Negotiating repayment of the deposit	<b>£90 Incl. VAT</b>

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<b>Legal notices</b>		<b>£120 Incl. VAT</b>
<b>Court attendance</b>		<b>£600 Incl. VAT per day (or part thereof)</b>
<b>Contractor commission</b>		<b>5% of the invoice Incl. VAT</b>
<b>Annual Income and Expenditure Schedule</b>		<b>£30 Incl. VAT</b>
<b>Printed documents</b>		<b>£15 Incl. VAT</b>
<b>Contractor quotes</b>	Fully Managed Service only	<b>£15 Incl. VAT</b>
<b>Out of agreement services</b>		<b>£60 hourly rate Incl. VAT</b>
<b>Landlord's insurance with Alan Boswell Group</b>	Covering the increased risks associated with renting	<b>£250 Incl. VAT</b>
<b>Statutory Declaration</b>	Necessary for deposit release if the contract holder fails to respond to a deposit deduction request	<b>£120 Incl. VAT</b>
<b>Withdrawal</b>	Prior to occupation contract	<b>£300 set-up fee Incl. VAT</b>
<b>Notice and cancellation</b>	For termination of the management service after the fixed term, 4 months notice must be given	<b>Without notice given: Cost of 4 x monthly rental management fees</b>

The above list serves as a simplified snapshot of the fee schedule. For a comprehensive overview, please ask to see the full terms and conditions.