



Residential Lettings – Landlords Fees

- **Lettings service** | 10% (plus VAT) 12% (inc VAT)

- Includes** |
- Finding a tenant
 - Carrying out accompanied viewings
 - Marketing the property and advertise on the relevant portals
 - Providing tenant with method of payment
 - Deduct any pre-tenancy invoices
 - Making any HMRC deductions and providing tenant with the NRL8 (if relevant)
 - Pursuing non-payment of rent

eg. If the tenancy is 12 months and the rent is £1,500 per month, the fee calculated shall be 12% of the annual rent, so the fee will be £2,160 (inc VAT).

This commission will also be due on every tenancy renewal.

- **Fully managed** | 16% (plus VAT) 19.2% (inc VAT)

- Includes** |
- Finding a tenant
 - Carrying out accompanied viewings
 - Marketing the property and advertise on the relevant portals
 - Ensuring the landlord complies with their statutory obligations
 - Collecting and remit the monthly rent received
 - Pursuing non-payment of rent and provide advice on rent arrears actions
 - Deducting commission and other works
 - Advising all relevant utility providers of changes
 - Undertaking two property visits per annum and notify landlord of the outcome
 - Arranging routine repairs and instruct approved contractors
 - Holding keys throughout the tenancy term
 - Deposit dilapidation negotiations

eg. If the tenancy is 12 months and the rent is £1,500 per month, the fee calculated shall be 19.2% of the annual rent, so the fee will be £3,456 (inc VAT).

This commission will also be due on every tenancy renewal.



- **Short let** | 24% (plus VAT) 28.8% (inc VAT)

- Includes** |
- Finding a tenant
 - Carrying out accompanied viewings
 - Marketing the property and advertise on the relevant portals
 - Ensuring the landlord complies with their statutory obligations
 - Collecting and remit the monthly rent received
 - Pursuing non-payment of rent and provide advice on rent arrears actions
 - Deducting commission and other works
 - Advising all relevant utility providers of changes
 - Arranging routine repairs and instruct approved contractors
 - Holding keys throughout the tenancy term
 - Deposit dilapidation negotiations

eg. If the tenancy is four months and the rent is £1,000 per month, the fee calculated shall be 28.8% of the total rent, so the fee will be £1,152 (inc VAT).

This commission will also be due on every tenancy renewal.

Additional non-optional fees and charges (irrespective of level of service)

- **Tenancy agreement fee (landlord's share)** | £200 (plus VAT) £240 (inc VAT).
Drawing up the tenancy agreement and issuing the relevant paperwork.
- **Reference fee** | £35.00 (plus VAT) £42.00 (inc VAT) per tenant
Processing the application and referencing.
- **Permitted occupant check fee** | £18.00 (plus VAT) £21.60 (inc VAT) per occupant over 18yrs.
We must check every occupant over 18yrs has the legal right to rent in the UK.
- **Guarantor fee** | £35.00 (plus VAT) £42.00 (inc VAT) per guarantor (if required)
Processing the application and referencing.
- **Deposit registration fee (landlord's share)** | £25 (plus VAT) £30.00 (inc VAT)
Registering landlord and tenant details and protecting the deposit with the Tenancy Deposit Scheme (ASTs only).
- **Check in and Check out arrangement fee** | £50 (plus VAT) £60.00 (inc VAT).
Covering Best Gapp's role in organising the 'check in' and 'check out' and, where applicable, preparing the schedule of dilapidations, liaising between you and your tenant and making recommendations.
- **Inventory cost**
The cost of the inventory and check in will be passed directly to the landlord from the inventory company used, dependent on the size and content of the property.



- **Check out cost**
The cost of the check out will be passed directly to the landlord from the inventory company used and is dependant on the size and content of the property.
- **Sale of the property to the tenant** | 1.5% (plus VAT) of the sale price 1.8% (inc VAT).
- **Letting service renewal commission fee** | 10% (plus VAT) 12% (inc VAT) of the total rent.
Review rent in accordance with the market and advise the landlord, negotiate and agree the renewal, ongoing rent collection, credit control and accountancy.
- **Fully managed renewal commission fee** | 16% (plus VAT) 19.2% (inc VAT) of the total rent.
Review rent in accordance with the market and advise the landlord, negotiate and agree the renewal, continuation of fully managed service. If the renewal is agreed at £1,500 per month for a further 12 months, the fee calculated shall be 12% (inc VAT) of the total rent for the 12 months, so the fee will be £2,160 (inc VAT).
- **Submission of non-resident landlords receipts to HMRC** | £250 (plus VAT) £300 (inc VAT) annually.
To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. Make any HMRC deduction and provide landlord with the NRL6 (if relevant).
- **Arrangement fee for refurbishments over and above day to day management (if managed)**
10% (plus VAT) 12% (inc VAT) of net cost (minimum fee of £180 including VAT). Arranging access and assessing costs with contractor ensuring work has been carried out in accordance with the specification of works, retaining any warranty or guarantee as a result of any works.
- **Vacant management fee (if instructed)** | £75 (plus VAT) £90 (inc VAT) per visit. Visit the property every two weeks or more frequently if agreed and maintain utility bill accounts as instructed.
- **Court attendance** | £200 (plus VAT) £240 (inc VAT) per hour.
- **Obtaining consents** | £50 (plus VAT) £60 (inc VAT) per document.
- **Arranging and obtaining the EPC** | £95 (plus VAT) £114 (inc VAT)
Includes the cost of the EPC.
- **Letting service costs** | The below fees are not payable under our fully managed service, however, landlords will be liable for payment of the contractors invoice).
 - Arranging gas safety record and service for up to three appliances (excluding engineers invoice): £60 (plus VAT) £72 (inc VAT)
 - Arranging portable appliance test for up to 10 appliances (excluding engineers invoice): £40 (plus VAT) £48 (inc VAT)
 - Combining arrangement of gas safety record and portable appliance test (excluding engineers invoice): £80 (plus VAT) £96 (inc VAT)
 - Arrangement fee for installation of smoke and CO alarms (excluding contractors invoice): £30 (plus VAT) £36 (inc VAT).



For a full list of fees please refer to our Terms and Conditions. If you have any questions, please ask a member of our lettings team.



- Covered by the 'RICS Client Money Protection Scheme'
- Belongs to 'The Property Ombudsman Redress Scheme' www.tpos.co.uk. A copy of the 'TPO Code of Practice' is available from our office.
- The 'Complaint Handling Procedure' is available from our office.