

# LANDLORD FEES SCHEDULE

[www.alvaresestates.com](http://www.alvaresestates.com)

## LEVELS OF SERVICE OFFERED:

	Tenant Find: 5% of rent (no VAT)	Rent collection: 10% of rent (no VAT)	Fully managed: 14% of rent (no VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent	✓		
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

We are not registered for VAT

### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) From £75 per tenancy, Subject to quotation
- Gas Safety Certificate (GSR) Outside company from £80 per tenancy dependent on various factors Subject to quotation.
- Electrical Installation Condition Report (EICR) from £200 depending on the size. Subject to quotation.
- Portable Appliance Testing (PAT) £\_\_\_ Subject to quotation.
- Legionella Risk Assessment £\_\_\_ Subject to quotation
- Installing Smoke alarms and Carbon Monoxide, Subject to quotation £\_\_\_ per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £\_\_\_ per tenancy subject to quotation.

Inventory Fees: Subject to quotation. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £\_\_\_ per tenancy. Subject to quotation.

Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above. Outside company

Landlord Withdrawal Fees (before move-in): £650 per tenancy minimum charge. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

### INDEPENDENT REDRESS:

[www.theprs.co.uk](http://www.theprs.co.uk)

**PRS** Property  
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### DURING TENANCY FEES

**Additional Property Visits: £50 per visit.**  
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

**Rent Review Fees: £0 for Fully Managed.**  
Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

**Renewal Fees: £150 per tenancy.**  
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Right-to-Rent Follow-Up Check: £75 per check.**  
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

**Landlord Withdrawal Fees (during tenancy): £650 per tenancy.** To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

**Arrangement Fees for works: 10% of net cost**  
Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. If we are arranging extensive improvements on a property, where work exceeds £2500, then we will look to

### END OF TENANCY FEES

**Check-out Fees: Dependent if outside agency is used.**  
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

**Tenancy Dispute Fee: £0 per tenancy. Managed only**  
The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

**Fees for the service of Legal Notices (Section 8 or Section 21):**  
£300.00 per Notice.

**Court Attendance Fees: £\_\_\_ per hour.** Subject to quotation.

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### FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 10% of contractors invoice . To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £250 quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £250 per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: Included in Full Management.

### OTHER FEES AND CHARGES

Arrangement Fees for refurbishments 10% of net cost. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes: £0 per quote. Fully Managed service only.

Vacant Property Management Fees: £80 per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £700 per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £100 per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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