



Residential landlord fees and charges

What we charge you depends on what service you are looking for.

All fees and charges are shown including VAT.

Letting only service: 14.4 % of rent

Service includes:

Recommend an appropriate market rental on the property and advise on preparation for letting
Provide guidance on compliance with statutory provisions and letting consents
Market your property
Arrange and accompany viewings
Detailed references and credit checks
Collection of initial rent register the Tenancy Deposit

Full Management and Rent Collection: 18.8 % of rent

In addition to the Letting Service:

Point of contact for Tenant and Landlord
Deal with day-to-day management including repairs
Advise relevant utility providers of changes
Chase late rent payments
Organise safety checks; gas safety record, electrical safety tests, smoke and carbon monoxide alarms
Annual property visits
Manage end of tenancy process and deposit return

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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): | £90.00 inc. VAT per tenancy |
| • Gas Safety Certificate/Record (GSR): | £75.00 inc. VAT per tenancy |
| • Electrical Installation Condition Report (EICR): | £300.00 inc. VAT per tenancy |
| • Portable Appliance Testing (PAT): | £60.00 inc. VAT per tenancy |
| • Legionella Risk Assessment: | £180.00 inc. VAT per tenancy |
| • Installing Smoke alarms and Carbon Monoxide: | £60.00 inc. VAT per tenancy |
| • Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: | £30.00 inc. VAT per tenancy |
| • Handling local authority licensing application: | £120.00 inc. VAT per tenancy |

CLM - Land and Rural Property Management

Sackville House, Sackville Lane, Hartfield, East Sussex, TN7 4AW

T: 01892 770339 F: 01892 770931 E: info@c-l-m.co.uk www.c-l-m.co.uk

Registered in England. Registered name: CLM Trading Company Ltd.

Registered Office: As above. Company Reg No: 9317485. VAT number: 826 8774 80

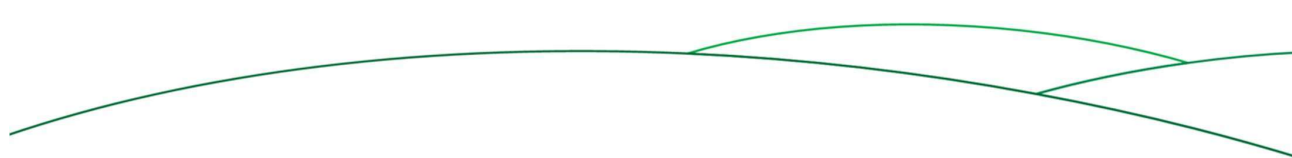


ADDITIONAL NON-OPTIONAL FEES AND CHARGES cont...

START OF TENANCY FEES (ALL SERVICE LEVELS)

- **Tenancy Administration Set-up Fee:** **£600.00 inc. VAT per tenancy.**
Referencing for up to two tenants, ID checks, Right-to-Rent check, financial credit checks, obtaining detailed references, contract negotiation and arranging the signing of the tenancy agreement.
- **Additional Tenant Referencing Fees:** **£60.00 inc. VAT per tenant.**
- **Guarantor Fees:** **£120.00 inc. VAT per guarantor.**
Covering credit referencing and preparing a Deed of Guarantee.
- **Permitted Occupier Fees:** **£30.00 inc. VAT per permitted occupier.**
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.
- **Deposit Registration Fees:** **£30.00 inc. VAT per tenancy.**
Register landlord and tenant details and protect the security deposit with a government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.
- **Inventory Fees:** **Individually quoted**
Dependent on the number of bedrooms and/or size of the property and including any outbuildings. The report is prepared by a third-party independent clerk.
- **Accompanied Check-in Fees:** **£120.00 inc. VAT per tenancy.**
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.
- **Landlord Withdrawal Fees (pre-start of tenancy):** **£600.00 inc. VAT per tenancy.**
To cover the costs associated with the marketing, advertising and tenancy administration should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

- **Additional Property Visits:** **£60.00 inc. VAT 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.
 - **Tenancy renewal:** **£180.00 inc. VAT per tenancy.**
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:** **£90.00 inc. VAT per tenancy.**
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.
- 

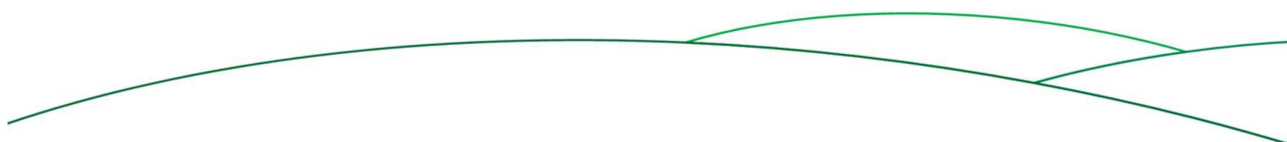
- **Right-to-Rent Follow-Up Check:** **£60.00 inc. VAT per check.**
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Letting only Service.
- **Landlord Withdrawal Fees (during tenancy):** **£600.00 inc. VAT 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 Letting only Service.
- **Arrangement Fees for works over £1000.00:** **12% inc. VAT.**
Arranging access and assessing the costs with any contractor(s). Ensuring work has been carried out in accordance with the specification of works and retaining any resulting warranty or guarantee. Fully Managed service only.

END OF TENANCY FEES

- **Check-out Fees:** **£180.00 inc. VAT per tenancy.**
Arrange a property report for the schedule and condition based on the original inventory. Negotiate any deductions from the deposit is needed arrange remedial works and repayment of the security deposit.
- **Tenancy Dispute Fee:** **£120.00 inc. VAT per tenancy.**
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.
- **Preparing & serving notices-Section 8 or Section 21:** **£60.00 inc. VAT per Notice.**
- **Court Attendance Fees:** **£120.00 inc. VAT per hour**
Attending court by hour for a Director **£240.00 inc. VAT per hour**

FINANCIAL CHARGES

- **Interest on Unpaid Commission:** **3% above the Bank of England Base Rate**
Payable from Due Date until paid.
- **Contractor Commission:** **12% of contractors invoice inc. VAT.**
To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.
- **Submission of Non-Resident Landlords receipts to HMRC:** **£250.00 inc. VAT quarterly.**
To remit and balance the financial Return to HMRC on both a quarterly and annual basis.
- **Additional HMRC Reporting Fees:** **£42.00 inc. VAT 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 & Expenditure Schedule:** **£42.00 inc. VAT annually.**
- **Same-Day Payment Fees:** **£12.00 inc. VAT per payment.**
Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.



FURTHER FEES AND CHARGES

- **Arranging works/refurbishments over £1000.00: 14.4 % inc. VAT.**
To include: arranging access and assessing the costs with any contractor(s). Ensuring work has been carried out in accordance with the specification of works and retaining any resulting warranty or guarantee.
- **Meeting contractors & third parties to assist with insurance claims or any additional property:** £120.00 inc. VAT per visit
- **Vacant Property Management Fees:** £120.00 inc. VAT per visit.
- **Management Take-over Fees:** £600.00 inc. VAT per tenancy.
To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, Tenancy Administration, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.
- **Deposit Transfer Fees:** £30.00 inc. VAT 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.

