

# LANDLORD FEES SCHEDULE

**Glentworth**  
"Your Letting Specialists"

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## LEVELS OF SERVICE OFFERED:

	<b>TFO: 100%rent, min £600 *Inv £120</b>	<b>Fully Managed: 12% rent (incVAT)</b>	<b>Managed &amp; Protect 12% rent (incVAT)</b>
Compliance & Legislation Advice	✓	✓	✓
Full Property Marketing	✓	✓	✓
Accompanied Viewings & Feedback	✓	✓	✓
Offer Negotiation	✓	✓	✓
Referencing to include gaurator if required	✓	✓	✓
Creation of tenancy Agreement	✓	✓	✓
Serving of How to rent Guide and other relevant documents	✓	✓	✓
Collection of First months rent & deposit	✓	✓	✓
Organise future rent payments	✓	✓	✓
Register of deposit & send prescribed information & certificate	✓	✓	✓
Key Handover to tenant	✓	✓	✓
Meter Reading & updating utility providers (Check In)	✓	✓	✓
Inventory - General health & safety *TFO extra £120 (incVAT)		✓	✓
Tenant Management (i.e Property condition, issues, disputes etc.)		✓	✓
Tenant Communication (Compliance legislation management)		✓	✓
Rent Collection		✓	✓
Pay landlord and send statement		✓	✓
Rental arrears		✓	✓
Management of maintenance		✓	✓
Final Check out & deposit negotiation, update utility companies		✓	✓
Rent Guarantee			✓
Section 21 (Notice) & Section 13 (Rent Increase)			✓

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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### 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) £114 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £114 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £234 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £72 (inc. VAT) per tenancy
- Legionella Risk Assessment £102 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £84 (inc. VAT) per tenancy
- Handling local authority licensing application £114 (inc. VAT) per tenancy

Deposit Registration Fees (where collected): £72 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Landlord Withdrawal Fees (before move-in): £180 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

### DURING TENANCY FEES

Additional Property Visits: £42 (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.

### START OF TENANCY FEES

Set-up Fees: £420 (inc. VAT) per tenancy. Referencing for up to four tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £30 (inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £30 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

If you any questions on our fees, please ask a member of staff.

### CLIENT MONEY PROTECTION:

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

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### INDEPENDENT REDRESS:

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

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**Rent Review Fees: £90 (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 (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: £54 (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 Tenant-Find service.

**Landlord Withdrawal Fees (during tenancy): £42 (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 Tenant-Find service.

### END OF TENANCY FEES - TENANT FIND ONLY

**Check-out Fees: £180 (inc. VAT) per tenancy.**  
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: £78 (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.

**Fees for the service of Legal Notices (Section 8 or Section 21):**  
£90 (inc. VAT) per Notice.

**Court Attendance Fees: £300 (inc. VAT)**

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