

# Fees to Landlords

For level of services provided:

\*All fees are inclusive of VAT



HARRINGTON BROWN

Your Local Property Expert

## Tenant find service:

1 months rent (Maximum fee £1020 (£850 +VAT) )

### Includes:

- Finding a tenant in accordance with landlords guidelines.
- Carry out accompanied viewings if required.
- Marketing the property on property portals, photographs and erecting 'to let' board.
- Carry out tenant reference checks.

## Fully managed service:

1 months rent (Maximum fee £1020 (£850 +VAT)) PLUS 12% of monthly rent (£50 minimum charge)

### Includes all of the tenant find service PLUS

- Collect deposit and place in deposit protection scheme.
- Collect and remit the monthly rent received.
- Carry out move in inspection.
- Carry out meter readings at beginning and end of tenancy.
- Checking smoke and CO alarms and advise landlord of failures.
- Carry out midterm property inspection and notify landlord of outcome.
- Monitor compliance requirements and ensure statutory obligations are complied with.
- Pursue non-payment of rent and advise on rent arrears actions.
- Arrange necessary or routine repairs and instruct approved contractors on landlords behalf.
- Keep regular contact with tenant.
- Holding of keys during the tenancy.
- Provide notification of non-resident tax status.
- Carry out move out inspection and negotiate deposit dilapidation disputes.

Please contact a member of our team to discuss any of our fees or if you have any further questions on lettings with Harrington Brown.

Note that we are members of the property redress scheme.



# Fees to Landlords

## Additional fees and charges:

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### PRE-TENANCY FEES

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £85 (inc. VAT) per tenancy
- Gas Safety Certificate (CP12) £100
- Electrical Installation Condition Report (EICR) £200
- Portable Appliance Testing (PAT) £40
- Legionella Risk Assessment £95
- Installing Smoke alarms and Carbon Monoxide £60 per alarm
- Handling local authority licensing application £180

**Deposit Registration Fees:** £60 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. INCLUDED IN FULLY MANAGED

**Inventory Fees:** £75 INCLUDED IN FULLY MANAGED

**Landlord Withdrawal Fees (before move-in):** £420 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:** £75 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/ Renewal Fees:** £60 per tenancy. INCLUDED IN 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.

**Management Take-over Fees:** £300 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:** £60 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.

### Court Attendance:

£300 + expenses

In the unavoidable event that Harrington Brown have to represent you the landlord in court.

### END OF TENANCY FEES

**Check-out Fees:** £75.

Attending the property to undertake an updated Schedule of Condition

**Fees for the service of Legal Notices (Section 8 or Section 21):** £60 per Notice.

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### FINANCIAL CHARGES

**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**  
£60 quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:** £30 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:** £72 annually.

### OTHER FEES AND CHARGES

**Vacant Property Management Fees:** £75 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.

**Sale of property to the tenant:**  
1% of the sale price.  
Negotiating the sale of the property to a sitting tenant.

**Vacant property inspection (if requested):**  
£75 per visit.  
Visit the property at a frequency agreed with the landlord at a cost per visit, advise any issues and concerns with landlord.



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# Fees to Tenants

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## Before the start of tenancy.

**Holding Deposit.**

1 Weeks Rent.

This will hold the property to allow relevant paperwork and referencing checks to be carried out prior to the start of tenancy. The holding deposit will be deducted from the first rental payment on commencement of tenancy.

**Deposit.**

Equivalent to 5 weeks rent.

This will be deposited and protected with the Deposit Protection Scheme (DPS). Deposit will be returned at end of tenancy in accordance with the terms of the tenancy agreement.

## During the tenancy.

**Tenancy Amendment fee. (If requested)**

£150

Cover charge for amending the terms and/or updating the tenancy agreement during the tenancy.

## Other Charges.

**Rent Arrears.**

Charged at 3%, 14 days after due date of the rent.

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