



# Fees to: landlords

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client money protection  
(cmp) provided by: **RICS**

independent redress  
provided by: **os:P**

level of service offered:

Individual items (inc VAT)      Let Only: 100% of one month's rent (+ VAT)      Fully managed: 12% of annual rent (+ VAT)

INCLUDES:

- Property visit and report      **£300**
  
- Rent review      **£420**
  
- Renewal of AST      **£180**
  
- Registration of deposit with TDS, including issuing of certificate      **£108**

*Pricing of items can vary according to the size and nature of the property and time incurred.*

INCLUDES:

- Collect initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
  
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

INCLUDES:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term (if provided by landlord)
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

## Fee Summary

### Let Only:

100% of one month's rent + Administration Fee + Inventory Fee

+ Any additional non-optional fees and charges

### Fully Managed Letting:

100% of one month's rent + Administration Fee + Inventory Fee + 12% of annual rent going forward

+ Any additional non-optional fees and charges

### Additional Administration Fee

**£295 (Inc VAT)**

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate )
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

### Additional Inventory/Record of Condition Fee

Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

### Deposit Registration Fee:

**£120 (Inc VAT)**

- 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 start of tenancy

### Additional property visits:

**Fee based on charge per hour, see fee schedule**

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

### Arrangement Fee for works over £750:

**12% of gross cost**

- 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

### Arrangement fee for refurbishments over £750:

**12% of gross cost**

- 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

### Obtaining more than two contractors quotes

**£54 (Inc VAT) per quote**

### Rent Review Fee

**£420 (Inc VAT)**

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

### Renewal Fee (landlords share)

**£180 (Inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

### Checkout Fee (landlords share)

**Fee based on charge per hour, see fee schedule**

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

### Court Attendance

**Fee based on charge per hour, see fee schedule**

ALL FEES ARE SUBJECT TO A SIGNED TERMS OF BUSINESS AGREEMENT

FEE SCHEDULE AVAILABLE UPON REQUEST

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

FEES CAN VARY WHERE A MANAGEMENT AGREEMENT IS IN PLACE

PRICING OF ITEMS CAN VARY ACCORDING TO THE SIZE AND NATURE OF THE PROPERTY AND TIME INCURRED.