

## LANDLORD FEES – Fully Managed Service

(Our fees are presented including Vat which is charged at the prevailing rate)	
<b>SET UP FEE</b> - includes agreeing the market rent and finding a tenant as per our discussion and our Landlord Guide. ie marketing the property, photos, floorplans, board, accompanied viewings, if required and credit checking and referencing, tenancy agreement and utility management. Arrange safety certificates if required. Allow access to your own private tenancy portal.	<b>£400</b>
<b>MONTHLY MANAGEMENT FEE</b> (percentage of the monthly rent) This is for managing the tenancy i.e. collecting and remitting rent, arranging minor repairs and maintenance, paying contractors from rent received and producing a monthly statement. Six monthly routine house visits are included. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions.	<b>10% plus VAT</b>
<b>DEPOSIT REGISTRATION FEE</b> - All tenants' deposits must be registered – by law – with a Government-authorized Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by John German is The Dispute Service (TDS)	<b>£5 per month</b>
<b>INVENTORY FEE</b> - It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has as well as whether it is let furnished or unfurnished. Please note that if you don't have an inventory or the quality is poor it is unlikely you will be successful in any claim to the tenants' deposit upon check out.	<b>From £120</b>
<b>FIXED TERM RENEWAL FEE</b> - If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy agreement and all the necessary documents that must be served.	<b>£120</b>
<b>CHECK OUT REPORT</b> - Carrying out a check out at the property and reporting to the landlord and tenant the outcome with recommendations on deposit disbursements and if approved to return the deposit to the agreed parties as recommended.	<b>From £120 inc vat</b>
<b>RENT AND LEGAL PROTECTION INSURANCE</b> – nil excess rent and legal guarantee to cover loss of rent and all court and legal costs up to £50,000	<b>£30</b>
<b>Additional services and fees (including VAT)</b>	
<b>DEPOSIT DISPUTE NEGOTIATIONS</b> - Should a dispute arise following the check-out report and further negotiations necessary to agree the release of the deposit a further fee is charged.	<b>£50</b>
<b>TDS ADJUDICATION</b> – If no solution can be agreed we arrange the landlord's evidence of claim for the TDS and submit to the scheme along with any disputed amount for final adjudication.	<b>£75</b>
<b>ADDITIONAL CONTRACTOR QUOTES</b> - If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	<b>£36</b>
<b>QUARTERLY SUBMISSION TO HMRC ANNUAL SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC</b> This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An annual submission is also required.	<b>£36 per quarter</b>
<b>ADDITIONAL PROPERTY VISITS</b> - if a routine visit (over and above the two 6-monthly visits included in the monthly fee) is required – for example at the specific request of the Landlord, or to resolve a neighbour dispute, a fee is charged.	<b>£75</b>
<b>COURT ATTENDANCE</b> - In the unfortunate event where we might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.	<b>£60 per hour + expenses</b>
<b>SOLICITORS</b> dealing with a Solicitor on your behalf - when a solicitor has been instructed this fee applies for any liaison or administration that we may be required to carry out on your behalf. An example of expenses may include hand delivery of original documents.	<b>£60 per hour + expenses</b>
<b>SPECIFIC SITE VISIT</b> - When a Landlord requests a specific visit in order to assess a maintenance requirement.	<b>£60</b>
<b>INSURANCE CLAIMS</b> - Dealing with or supplying information to Insurance on behalf of the landlord	<b>15% of any claim</b>
<b>REFURBISHMENTS</b> - Arrangement fee relating to works over £500 on arranging works to the property	<b>15% of the total invoices due</b>
<b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve Section 13 Notice in writing served by 1 <sup>st</sup> class post, email and hand delivered to property.	<b>£120</b>
<b>SECTION 21 NOTICE</b> – to serve the appropriate Notice required for possession including service of all legal supporting documents and hand delivery to the property.	<b>£120</b>
<b>SMOKE ALARMS</b> – to organise the supply of smoke alarms if none are installed at the commencement of the tenancy.	<b>£36 per unit</b>
<b>CARBON MONOXIDE ALARMS</b> - to organise the supply of carbon monoxide alarms if none are installed at the commencement of the tenancy.	<b>£36 per unit</b>
<b>LEGIONELLA RISK ASSESSMENT</b> - to organise a professional risk assessment at the commencement of the tenancy.	<b>£140</b>
<b>ENERGY PERFORMANCE CERTIFICATE</b> - To instruct a certified engineer to carry out a report and supply a certificate.	<b>£96</b>
<b>EICR</b> – to arrange Electrical Installation Condition Report	<b>From £160</b>
<b>RIGHT TO RENT</b> - Further investigation or reporting required in connection with the Right to Rent handling under immigration Act with Home Office enforcement action or paperwork	<b>£36 per hour</b>
<b>TERMINATION OF MANAGEMENT</b> – If during the tenancy you terminate our management an exit fee will be due for payment for arranging transfer of documents and the deposit to your new letting agent.	<b>£120</b>
<b>AGENT SWITCH</b> - This fee is to be charged for take over management service from your current letting agent and will cover and AST check, a property visit, smoke alarm check and picking up any relating management matters.	<b>£120</b>

Referral fees: We routinely refer our landlords and tenants to Let Alliance for insurance advice. It is your decision whether you choose to deal with Let Alliance. In making that decision, you should know that we receive 20% commission for insurance products sold which is worth approximately £45 per policy. Where we arrange for an EICR or EPC on behalf of a client, we charge a fee which covers arranging the inspection, collection of keys (if necessary) and the survey. Of the total cost John German retains on average £30 to cover the administration of this process. If you require any financial advice we may refer you or the tenant to APR Money Limited for advice on mortgage products available. It is the decision of the landlord or tenant whether they choose to deal with APR Money Limited. In making that decision, you should know that we receive approximately £60 per referral from APR Money Limited.

## LANDLORD FEES – Tenant Find Service

<b>(Our fees are presented including Vat which is charged at the prevailing rate)</b>	
<b>SET UP FEE</b> - includes agreeing the market rent and finding a tenant as per our discussion and our Landlord Guide. ie marketing the property, photos, floorplans, arranging viewings only and credit checking, referencing and tenancy agreement. Allow access to your own private tenancy portal.	<b>50% of first month (min of £500)</b>
<b>DEPOSIT REGISTRATION FEE</b> - All tenants' deposits must be registered – by law – with a Government-authorized Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by John German is The Dispute Service (TDS)	<b>£60</b>
<b>Additional services and fees (including VAT)</b>	
<b>INVENTORY FEE</b> - It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has as well as whether it is let furnished or unfurnished. Please note that if you don't have an inventory or the quality is poor it is unlikely you will be successful in any claim to the tenants' deposit upon check out.	<b>From £200</b>
<b>TENANT EVICT COVER</b> – within the first 12 months if the tenant fails to pay the rent and falls into arrears our partners let alliance will take action to re-possess the property on your behalf.	<b>£180 per annum</b>
<b>TO LET BOARD</b>	<b>£36</b>
<b>ACCOMPANIED VIEWINGS</b> – To carry out unlimited viewings at the property with our experienced accompanied viewers.	<b>£90</b>
<b>CHECK OUT REPORT</b> - Carrying out a check out at the property and reporting to the landlord and tenant the outcome with recommendations on deposit disbursements and if approved to return the deposit to the agreed parties as recommended.	<b>£250</b>
<b>DEPOSIT DISPUTE NEGOTIATIONS</b> - Should a dispute arise following the check-out report and further negotiations necessary to agree the release of the deposit a further fee is charged.	<b>£75</b>
<b>TDS ADJUDICATION</b> – If no solution can be agreed we arrange the landlord's evidence of claim for the TDS and submit to the scheme along with any disputed amount for final adjudication.	<b>£150</b>
<b>ADDITIONAL PROPERTY VISITS</b> - if a house inspection is required – for example at the specific request of the Landlord, or to resolve a neighbour dispute, a fee is charged.	<b>£100</b>
<b>COURT ATTENDANCE</b> - In the unfortunate event where we might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.	<b>£250 per half day + expenses</b>
<b>SOLICITORS</b> dealing with a Solicitor on your behalf - when a solicitor has been instructed this fee applies for any liaison or administration that we may be required to carry out on your behalf. An example of expenses may include hand delivery of original documents.	<b>£85 per hour + expenses</b>
<b>SPECIFIC SITE VISIT</b> - When a Landlord requests a specific visit in order to assess a maintenance requirement.	<b>£100</b>
<b>REFURBISHMENTS</b> - Arrangement fee relating to works over £500 on arranging works to the property	<b>15% of the total invoices due</b>
<b>FIXED TERM RENEWAL FEE</b> - If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy agreement and all the necessary documents that must be served.	<b>£200</b>
<b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve Section 13 Notice in writing served by 1 <sup>st</sup> class post, email and hand delivered to property.	<b>£200</b>
<b>SECTION 21 NOTICE</b> – to serve the appropriate Notice required for possession including service of all legal supporting documents and hand delivery to the property.	<b>£200</b>
<b>CHECK OUT REPORT</b> - Carrying out a check out at the property and reporting to the landlord and tenant the outcome with recommendations on deposit disbursements and if approved to return the deposit to the agreed parties as recommended.	<b>£250</b>
<b>SAFETY CERTIFICATES</b> – To arrange a Gas Safety certificate or Electrical inspection condition report (please note the cost of the work is not included in this fee and will be charged separately by the contractor)	<b>£36</b>
<b>SMOKE ALARMS</b> – to organise the supply of smoke alarms if none are installed at the commencement of the tenancy.	<b>£50 per unit</b>
<b>CARBON MONOXIDE ALARMS</b> - to organise the supply of carbon monoxide alarms if none are installed at the commencement of the tenancy.	<b>£50 per unit</b>
<b>LEGIONELLA RISK ASSESSMENT</b> - to organise a professional risk assessment at the commencement of the tenancy.	<b>£140</b>
<b>ENERGY PERFORMANCE CERTIFICATE</b> - To instruct a certified engineer to carry out a report and supply a certificate.	<b>£96</b>
<b>AGENT SWITCH</b> - This fee is to be charged for take over management service from your current letting agent and will cover and AST check, a property visit, smoke alarm check and picking up any relating management matters.	<b>£120</b>

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