

## LANDLORD FEES – Fully Managed 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, using comparable evidence and finding a tenant as per our discussion and our Landlord Guide. ie marketing the property, social media, photos, floorplans, To Let board, accompanied viewings (maximum of 10 *additional charges may apply), credit checking and referencing, tenancy agreement, serving final documents, and utility management. Arrange safety certificates if required. Land reg/checkboard included. Our fee is deducted from the first month's rent.<br>Allow access to <b>PROPERTYFILE</b> which is your own private tenancy portal. <b>Please note a GUARANTOR agreement inc referencing is an additional £100</b>   | <b>£550</b>                                       |
| <b>MONTHLY MANAGEMENT FEE</b> (percentage of the monthly rent)<br>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. We endeavor to carry out the first house visit at four months and then six monthly thereafter with the tenant's permission for access. When necessary, it includes the pursuance of non- payment of rent and providing advice on rent arrears actions. We also deal with day to day issues and queries from both landlords and tenants such as requests for redecoration etc. Re-arranging safety certificates and general compliance.   | <b>10% plus VAT (negotiable)</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) Insured Scheme.  | <b>£9 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. In most cases this includes the check out also.   | <b>From £120</b>                                  |
| <b>RENT AND LEGAL PROTECTION INSURANCE</b> – Rent and legal cover for loss of rent for 15 months and all court and legal costs up to £100,000, nil excess – please ask for more details and the updated policy.   | <b>3.5% plus Vat of the monthly rental amount</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 be necessary to finalise the release of the deposit through the TDS dispute service, a further fee is charged. This includes the landlord's evidence of claim for the disputed amount of deposit and submission for final adjudication.  | <b>£120</b>                                       |
| <b>ADDITIONAL CONTRACTOR QUOTES</b> – As part of our service we will arrange two contractor quotes for repairs. If you request an additional quote these will be charged per additional quote.  | <b>£48</b>  |
| <b>COPIES OF STATEMENTS</b> – these are available on Propertyfile but should you require a printed copy, a fee is charged. These are sent by email however we can post them for an additional charge of £6 per envelope.<br><b>Should you require your statements posting each month, we will make a charge of £60 per year to cover our costs. A year end statement for tax purposes can also be produced at an additional cost of £60</b>   | <b>£60</b>  |
| <b>LETTER BEFORE ACTION</b> – In a case where there are rent arrears, when required we will liaise with solicitors and instruct them to issue a letter before action to the tenant.   | <b>£48</b>  |
| <b>NON-RESIDENT LANDLORD TAX.</b> Non-resident landlords quarterly and annual submission of overseas landlords tax. Payment of tax paid over to HMRC quarterly and quarterly returns submitted. Annual return completed with HMRC and NRL 6 form issued to landlord for self assessment purposes. This will only apply to landlords where overseas tax approval has not been granted by HMRC.   | <b>£48 per quarter</b>                            |
| <b>ADDITIONAL PROPERTY VISITS</b> - if an additional visit is required (in addition to the two visits per year included in the monthly fee) – for example at the specific request of the Landlord, a fee is charged per visit.  | <b>£60</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>£150 per hour + expenses</b>                   |
| <b>SOLICITORS</b> – should we need to deal with a solicitor on your behalf - 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 or collating evidence for Section 8 notice.   | <b>£80 per hour + expenses</b>                    |
| <b>INSURANCE CLAIMS</b> – Should we need to deal with an insurance company on your behalf, this fee applies to liaise or supply information as required to Insurance on behalf of the landlord  | <b>15% of any claim</b>                           |
| <b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve Section 13 notice in writing served by Signable. This is an objective rent review which is backed by market data which is also supplied to the tenant as evidence which can be used in a Rent Tribunal.  | <b>£120</b>                                       |
| <b>RENT TRIBUNAL FEE</b> – This fee is applied should you require our services to attend a Rent Tribunal on your behalf to provide supporting evidence to argue the rent increase.  | <b>£150</b>                                       |
| <b>SMOKE ALARMS and/or CARBON MONOXIDE ALARMS</b> – to organise the supply and fitting if any units need installing/replacing at the commencement of the tenancy or at any interim house visit. This includes replacement of expired units.   | <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>VARIATION OF CONTRACT FEE</b> – ie Addendums of any type including pet addendums, Section 3 or 47/48 notices   | <b>£80</b>  |
| <b>TERMINATION OF MANAGEMENT</b> – If during the tenancy you terminate our management, an exit fee will be due for payment for our time arranging transfer of documents and the deposit to your new letting agent. Copies from Propertyfile can be downloaded for free  | <b>£100</b>                                       |
| <b>AGENT SWITCH</b> - This fee is to be charged at the commencement of us taking over the management of your property from your current letting agent. This will included requesting all relevant documentation relating to the tenancy/property, an introductory house visit which will include a smoke and CO alarm check and reporting on any outstanding repairs. We will not be held liable for any information not passed over to us by your current letting agent. Please note that we will not be held liable should you not have enough evidence to serve a Section 8 notice due to your current letting agent holding all the notes.<br><b>Please note that there will be an additional charge of £150 at the end of the tenancy to complete your check out report.</b> | <b>£200</b>                                       |
| <b>SELECTIVE LICENSING FEE</b> – to submit the application to your local authority and deal with any other administration on your behalf. Ultimately this is the landlords responsibility as per the council legislation.   | <b>£150</b>                                       |
| <b>TERMINATING THE TENANCY</b><br>From 1 <sup>st</sup> May 2026, the Renters Rights Act will come into force and a Section 8 notice will need to be served. Please note that John German do not serve either of these notices on behalf of the landlord but we can put you in touch with a solicitor who you will instruct directly. You will be charged their cost for this service at their current rate but we also make a charge of £80 to cover our time in collating evidence to serve the notice.  | <b>Prevailing rate plus £80 to John German</b>    |
| <b>Please see page 2 with regards to Referral Fees</b>  |   |

## LANDLORD FEES – Tenant Find Service

| <b>(Our fees are presented including Vat which is charged at the prevailing rate)</b>   |  |
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| <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, social media, arranging viewings only (not carrying them out – additional charge) and credit checking, referencing and tenancy agreement. Service of final documents plus collection of the first month's rent and deposit (our fee is deducted from the rent). This also includes the registration, de-registration and certification of the tenant's deposit including the Prescribed Information. All tenants' deposits must be registered – by law – with a Government-authorised Scheme. We use The Dispute Service Custodial Scheme.  | <b>50% of first month's rent (min of £750)</b> |
| <b>Additional (optional) 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. This includes key handover and alarm test if done on the first day of the tenancy. If not, the key handover fee applies | <b>From £200</b>                               |
| <b>TO LET BOARD</b>   | <b>£48</b>                                     |
| <b>ACCOMPANIED VIEWINGS</b> – To carry out a maximum of 10 viewings at the property with our experienced accompanied viewers.   | <b>£120</b>                                    |
| <b>REFURBISHMENTS</b> - Arrangement fee relating to works over £500 on arranging works to the property - £48 per quote up to £500.  | <b>20% of the total invoicing</b>              |
| <b>KEY HANDOVER FEE:</b> If you do not require an inventory but do require an appointment with the tenant for key handover and alarm testing  | <b>£96</b>                                     |
| <b>RENT REVIEW FEE</b> – negotiate rent upon request with tenant and serve Section 13 Notice in by Signable.<br>This is an objective rent review which is backed by market data which is also supplied to the tenant as evidence.   | <b>£160</b>                                    |
| <b>RENT TRIBUNAL FEE</b> – This fee is applied should you require our services to attend a Rent Tribunal on your behalf to provide supporting evidence to argue the rent increase.  | <b>£300</b>                                    |
| <b>SAFETY CERTIFICATES</b> – To arrange any safety certificates on your behalf (please note the cost of the work is not included in this fee and will be charged separately by the contractor)  | <b>£48</b>                                     |
| <b>SMOKE ALARMS and/or CARBON MONOXIDE ALARMS</b> – to organise the supply and fitting if none are installed at the commencement of the tenancy.  | <b>£40 per unit</b>                            |
| <b>LEGIONELLA RISK ASSESSMENT</b> - to organise a professional risk assessment at the commencement of the tenancy.  | <b>£160</b>                                    |
| <b>ENERGY PERFORMANCE CERTIFICATE</b> - To instruct a certified engineer to carry out a report and supply a certificate.  | <b>£96</b>                                     |
| <b>VARIATION OF CONTRACT</b> ie Addendums of any type including pet addendums, Section 3 or 47/48 notices   | <b>£120</b>                                    |

| <b>AT THE END OF THE TENANCY</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. Please note, we can only provide a check out report if we have carried out the initial inventory.   | <b>£350</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>£200</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>£200</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. Please note only a Solicitor can serve a Section 8 notice and we will make a charge of £120 to provide you with any documents we hold. | <b>£100 per hour + expenses</b>     |

Referral fees: We routinely refer our landlords to Let Alliance/Canopy for insurance advice. It is your decision whether you choose to deal with either. 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, Gas Certificate, Legionella Risk Assessment or EPC on behalf of a client, we may 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 £20 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 your decision whether you 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. Commissions from some Third Parties: We may be offered commissions by third-party companies in the course of managing your property. If we are offered a commission or other form of remuneration as a form of loyalty commission and are satisfied that the services provided are as good as other local services, and of a similar price, and as long as your interests are not adversely affected, we may accept such a commission for our own benefit. In the case of arranging a refurbishment for you of more than £500 total cost, we will automatically apply a 10% plus VAT fee. **Changes to commission or fees will be notified to the Landlord with no less than 28 day's notice.**