



LANDLORD FEES SCHEDULE

WWW.RIVERSIDE-PROPERTY.CO.UK

	LEVELS OF SERVICE OFFERED:		
	Tenant Find £350.00 Flat Fee of First Rent (Inc Vat)	Part Managed Package (Rent Collection Only) £150.00 Tenant Find + 8% of Rent (Inc Vat)	Fully Managed Package. £150.00 Tenant Find + 12% of Rent (Inc Vat)
Agree Rental Value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishments requirements	✓	✓	✓
Erect board outside property in accordance with Town & Country Planning Act 1990	✓	✓	✓
Market the property and advertise on all relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants and carry out all applicable checks	✓	✓	✓
Advise on non-resident tax status and HMRC	✓	✓	✓
Collect and remit initial months rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deductions and provide tenants with the NRL8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent	✓	✓	✓
Register Deposit with The Dispute Service at your request. First year only for Let Only. Annual renewal fee applies for subsequent years. £18.00 Inc Vat.	✓	✓	✓
Persue non-payments of rent and provide advice on rent arrears actions	✓	✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord	✓	✓	✓
Arrange routine repairs and instruct contractors	✓	✓	✓
Hold keys throughout the tenancy term	✓	✓	✓
Security deposit delapidation negotiation	✓	✓	✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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) £110.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £23.40 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £110.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £110.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £35.00 standard call out (inc. VAT) per tenancy
- Handling local authority licensing application £20.00 (inc. VAT) per tenancy (HMO)

START OF TENANCY FEES

Set-up Fees: £180.00 (inc. VAT) per landlord. Collating all landlord and property information before we take it to the market. This may include ID checks, Producing contracts and GDPR consent forms.

Deposit Registration Fees (only applicable to Let Only Packages): £30.00 (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.

Accompanied Check-in Fees. On request only: £50.00 (inc. VAT) per tenancy.

Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £50.00 (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: £25.00 (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.

Rent Review Fees: £50.00 (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.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION: **propertymark**

www.propertymark.co.uk

INDEPENDENT REDRESS:

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

Redress Scheme logo

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Renewal Fees: £50.00 (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: £?? (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): Equivalent to one months rent (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.

Arrangement Fees for works over £1000.00: 12% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: £(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. Does not apply to Managed Service.

Tenancy Dispute Fee: £20.00 (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): £25.00 (inc. VAT) per Notice.

Court Attendance Fees: £50.00 (inc. VAT) per hour.

FINANCIAL CHARGES

Fees for providing an Annual Income and Expenditure Schedule: £20.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £100.00: 12 % of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes: £25.00 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £25.00 (inc. VAT) 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. Does not apply to Managed Service.

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Refunds Scheme logo

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Management Take-over Fees: £75.00 (inc. VAT) 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: £10.00 (inc. VAT) 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.

Let only Landlords will be entitled to have the Deposit registered should they request us to do so. The initial registration is included within the Let Only Fee. There will be a charge to Landlords on an annual basis for the renewal of this deposit at £0.00 Inv VAT.

Please ask a member of staff if you have any questions about our fees.

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