

# Landlord Fees Schedule

## Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

|                                                                                                                                                                                                                                                                           |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Full Management</b><br>Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods. Payable monthly.<br><br>Compliance Fee                                                                                                     | 18% of the rent, inclusive of VAT (15%+VAT)<br><br>£14.40 inclusive of VAT (£12.00 + VAT) per month  |
| <b>Rent Collection Service</b><br>Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods. Payable monthly<br><br>Protection and holding of tenancy deposit<br>OR<br>Contribution towards administration of No Deposit Scheme | 14.4% of the rent, inclusive of VAT (12% +VAT)<br><br>£7.20 inclusive of VAT (£6.00 + VAT) per month |

## Plus

|                                                                                                                       |                                                                        |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)                      | Two weeks rent plus VAT (55.20% inclusive of VAT of one months' rent)  |
| Inventory /Check Out Preparation                                                                                      | Full Inventory services available – ask the branch for more details    |
| Landlord Renewal                                                                                                      | £150.00 inclusive of VAT (£125.00 + VAT)                               |
| PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i> | £24.00 inclusive of VAT (£20.00 + VAT)                                 |
| Premier Service                                                                                                       | 4.2% of the monthly rent inclusive of VAT (3.5% + VAT) payable monthly |

## Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tenant Introduction Only Services                          | 10.8% inclusive of VAT (9% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or if the first month's rent does not cover the value of the invoice the funds are payable prior to completion.<br><br>£240.00 inclusive of VAT (£200.00 + VAT)* and then 5.4% inclusive of VAT (4.5% + VAT) for any renewal or extension of any Tenancy or for any Rent review thereafter, payable on commencement of the renewal Term or rental period or commencement of the rent review process.<br><br>*Sole Agency |
| Set Up Fee (This Fee includes a Tenancy Agreement)         | £300.00 inclusive of VAT (£250.00 + VAT) payable on the commencement of the tenancy                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Protection of the Tenancy Deposit with The Dispute Service | £114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the tenancy                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PEP and Sanctions Check Fee                                | £24.00 inclusive of VAT (£20.00 + VAT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Inventory – Check Out Preparation                          | Full inventory services available, ask in branch for details                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Romans is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.

## Landlord Fees Schedule

### Standard/Additional Fees – applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

|                                           |         |
|-------------------------------------------|---------|
| Providing fast track possession documents | £48.00  |
| Court appearance notes                    | £120.00 |
| Service of a Legal Notice for Possession* | £72.00  |

### Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

|                                                                                                             |                                                       |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Instruction of either a gas safety record or electrical certificates                                        | Contractor invoice plus £30.00** arrangement          |
| EPC (Energy Performance Certificate)                                                                        | £90.00                                                |
| Desktop MEES (Minimum Energy Efficiency Standards) Report                                                   | £48.00                                                |
| Green Deal Assessment                                                                                       | £150.00                                               |
| Service of a legal notice                                                                                   | £72.00                                                |
| Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)                        | £150.00                                               |
| Change Of Tenant/Sharer Fee (Agent Instructed on Introduction Only Service)                                 | £420.00                                               |
| Amending a Tenancy Agreement at a Landlord's request to include endorsements                                | £60.00                                                |
| Rent Review for a Periodic Tenancy                                                                          | £90.00                                                |
| Deposit Dispute Submission Fee                                                                              | £120.00                                               |
| Upgrade in service level from Introduction Only to the Managed Service                                      | £200.00                                               |
| Key cutting                                                                                                 | Invoice value plus £12.00                             |
| Shopping fee                                                                                                | Invoice value plus £42.00                             |
| Tax                                                                                                         |                                                       |
| Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return | £59.40                                                |
| Additional financial Information required                                                                   | £60.00 per hour                                       |
| Abortive Check In Fee                                                                                       | £120.00                                               |
| Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT                                   | 12% of the contractor's invoice                       |
| Property Inspections and Visits                                                                             | £42.00 per property visit                             |
| Additional visits made by the Agent to the property at the specific request of the Landlord                 | £42.00 per property visit                             |
| Additional Property Visits to comply with the conditions of a property licence                              | £42.00 per property visit                             |
| Property Visits to Unoccupied Property                                                                      | £60.00 per property visit                             |
| Waiting at Property on behalf of the Landlord                                                               | £60.00 per hour                                       |
| Licence application on behalf of the Landlord                                                               | £390.00 plus any reasonable expenses or disbursements |
| Administer Tax to HMRC for an on behalf of the Landlord                                                     | £15.00 per annum                                      |
| Withdrawal Fee (applicable to statutory periodic tenancies)                                                 | Equivalent to 2 months' rent plus VAT                 |

\*included in Managed Service

\*\*£30.00 arrangement Fee included in Managed Service