

# LANDLORD FEES SCHEDULE

[www.sandersonyoung.co.uk](http://www.sandersonyoung.co.uk)

## LEVELS OF SERVICE OFFERED:

	Tenant Find:		Fully Managed:
Agree the rental value	✓		✓
Provide guidance on compliance with statutory provisions and letting consents	✓		✓
Advise on refurbishment requirements	✓		✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓		✓
Market the property and advertise on relevant portals	✓		✓
Carry out accompanied viewings (as appropriate)	✓		✓
Find tenants	✓		✓
Advise on non-resident tax status and HMRC (if relevant)	✓		✓
Collect and remit initial months' rent	✓		✓
Provide tenants with method of payment	✓		✓
Deduct any pre-tenancy invoices	✓		✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓		✓
Advise all relevant utility providers of any changes			✓
Agree collection of any shortfall and payment method			✓
Demand, collect and remit the monthly rent			✓
Arrangement payments for statutory requirements			✓
Pursue non-payment of rent and provide advice on rent arrears actions			✓
Undertake three to four routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes if required)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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estate agents &  
property consultants

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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### 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) £55.00 (inc. VAT) per tenancy approx.
- Gas Safety Certificate/Oil annually £75.00 (inc. VAT) per tenancy approx
- Electrical Installation Condition Report (EICR) £198.00 (inc. VAT) per tenancy approx.
- Portable Appliance Testing (PAT) £50.00 (inc. VAT) per tenancy
- Legionella Risk Assessment £75.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £160.00 (inc. VAT) per tenancy
- Obtaining title Documents £7.00 (inc. VAT) per tenancy
- HETAS Certificate £90.00 (inc. VAT) per tenancy

### START OF TENANCY FEES

Set-up Fees For Tenant Find Only Service 100% (inc. VAT) per tenancy. Please see levels of service

Set-up Fees for Fully Managed Service 78% (inc. VAT) per tenancy and 16.2% monthly management fees (inc. VAT). Please see levels of service.

AML Landlord ID / Sanction Checks with Credas £40.00 (inc. VAT) per Landlord.

Rent Protection available based on a sliding scale and quotation available prior to a tenancy take up.

Referencing for one tenant £51.00 (inc. VAT) (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms)

Guarantor Fees: £51.00 (inc. VAT) per guarantor.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement). Also, includes AML, Sanction Checks.

Deposit Registration Fees (where collected): £45.00 (inc. VAT) per tenancy. 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 the tenancy start date.

Inventory Fees & Home Condition Report Quotation can be obtained and cost agreed prior to the tenancy and payable by the landlord

Professional House Clean if required : Quotation can be obtained and cost agreed prior to the tenancy and payable by the landlord

Certificate of Chimney Sweeping : Quotation can be obtained and cost agreed prior to the tenancy and payable by the landlord

Pre-tenancy gardening : Quotation can be obtained and cost agreed prior to the tenancy and payable by the landlord

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

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

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### INDEPENDENT REDRESS:

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



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### DURING TENANCY FEES

Renewal Fees: £180.00 (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: £45.00 (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): £500 (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 £500: 10% 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 or Works and retaining any  
resulting warranty or guarantee. Fully Managed service only.

### END OF TENANCY FEES

Check-out Fees: £45.00 (inc. VAT) per tenancy.  
Appoint an Inventory clerk to undertake an updated Schedule  
of Condition based on the original inventory and negotiating  
the repayment of the security deposit.

Court Attendance Fees : £120 (inc.vat) per hour.

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### FINANCIAL CHARGES

Fees for providing an Annual Income and Expenditure Schedule: £30.00 (inc. VAT) annually.

Same-Day Payment Fees: £20.00 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £100.00 (inc. VAT) per month.

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.

Management Take-over Fees: £500.00 (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: £40.00 (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.

Arrangement Fees for refurbishments over £500: 10% 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.

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