

# Schedule of Charges



Section G

# Schedule of Charges

## Fully Managed

Fee Name	Fee Description	Fee excluding VAT	Fee including VAT
Letting Fee	This includes agreeing the market rent and finding a tenant in accordance with the landlords guidelines. All marketing activities to secure a tenant in a compliant way, carrying our accompanied viewings as appropriate. Tenant Referencing and Right to rent checks of the applicant(s). Including credit status, employment, landlord, and other information as required to assess the affordability criteria of the applicant(s). If required the cost of a Guarantor and/or a permitted occupier is included in the fee. It also includes providing notification of non-resident tax status and making an HMRC deduction	£540	£648
Management Fee	This is a monthly percentage of the rent, for collecting the rent, deducting commission and other works, and supplying monthly statements. When necessary it includes chasing and advice on rent arrears. It includes 6-monthly routine visits and a report supplied to the landlord. This fee covers advising all utility providers of any tenancy changes, arranging routine repairs and holding the keys during the tenancy	10%	12%
Deposit Registration Fee	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 LetCo is DPS (Deposit Protection Service). This is mandatory in the Fully Managed Service.	£60	£72

## Rent Collection

Fee Name	Fee Description	Fee excluding VAT	Fee including VAT
Letting Fee	This includes agreeing the market rent and finding a tenant in accordance with the landlords guidelines. All marketing activities to secure a tenant in a compliant way, carrying our accompanied viewings as appropriate. Tenant Referencing and Right to rent checks of the applicant(s). Including credit status, employment, landlord, and other information as required to assess the affordability criteria of the applicant(s). If required the cost of a Guarantor and/ or a permitted occupier is included in the fee. It also includes providing notification of non-resident tax status and making an HMRC deduction.	£540	£648
Management Fee	This is a monthly percentage of the rent, for collecting the rent, deducting commission and other works, and supplying monthly statements. When necessary it includes chasing and advice on rent arrears.	9%	10.8%
Deposit Registration	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 Letco is DPS (Deposit Protection Service). This is optional in the Rent Collection Service	£60	£72

Client Money Protection is supplied by propertymark. Redress is through The Property Ombudsman.

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## Tenant Find

Fee Name	Fee Description	Fee excluding VAT	Fee including VAT
Letting Fee	This includes agreeing the market rent and finding a tenant in accordance with the landlords guidelines . All marketing activities to secure a tenant in a compliant way, carrying our accompanied viewings as appropriate. Tenant Referencing and Right to rent checks of the applicant(s). Including credit status, employment, landlord, and other information as required to assess the affordability criteria of the applicant(s). If required the cost of a Guarantor and/or a permitted occupier is included in the fee. It also includes providing notification of non-resident tax status and making an HMRC deduction.	75% + VAT of the first month's rent  Subject to a minimum fee of £450.00	75% + VAT of the first month's rent  Subject to a minimum fee of £540
Deposit Registration Fee	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 Letco is DPS (Deposit Protection Service). This is optional in the Tenant Find Service.	£60	£72

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## Other Fees

Fee Name	Fee Description	Fee excluding VAT	Fee including VAT
Landlord Renewal Fee	If both parties agree another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement	£140	£168
Inventories		See separate schedule	
Checkout Fee	This fee covers agreeing with the tenant(s) a check out date and arranging an appointment; negotiating with the landlord and tenant(s) any disbursement of the security deposit. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit, instruct contractors, obtain quotes, organize repairs/replacement of items.	See separate schedule	
Gas Safety	The Gas Safety (Installation and Use) Regulations 1998 state that all new, let and managed properties must have a gas safety certificate to start the tenancy and must be tested annually for safety. Your Move appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate. Including arrangement, callout and certificate	£102	£122.40
Gas Safety & Boiler Service	The Gas Safety (Installation and Use) Regulations 1998 state that all new, let and managed properties must have a gas safety certificate to start the tenancy and must be tested annually for safety. Your Move appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate.	£130	£156
Arrangement Fee for Larger Works	A fee of 10%+VAT (12%) of the total collective invoice(s) is charged in respect of coordinating and project managing works with the contractor(s) for larger work totalling over £1000 including VAT; a special visit will be carried out after the work is complete to ensuring all works have been carried out in accordance with the specification of the works and take photos of the completed work. As well as processing payment and retaining any warranty or guarantee.	10%	12%
Additional Property Visits	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.	£90	£108
Court attendance Fee	In the unfortunate event where Your Move might need to represent you in court – for example at the specific request of the landlord, or to resolve a neighbor dispute a fee is charged.	£300 incl expenses	£360 incl expenses
Termination Fee	After the tenancy has started – when a landlord terminates an agreement, and the tenant remains in the property. The fee includes notifying the relevant utility providers and advising the tenant of their security deposit status.	1 calendar month's rent + VAT	
Deposit Dispute Fee	Post checkout if any proposed deductions in the security deposit are disputed by the tenant, this fee covers completing the relevant documentation to support the landlords' position.	£175	£210
Management Takeover Fee	This fee is to be charged for take over management service from your current letting agent and will cover an AST check, a property visit, smoke alarm check and a new AST.	£250	£300
Smoke & CO Alarm installation	Arranging the installation of the smoke and carbon monoxide alarms.	£90	£126
Smoke Alarm Testing		£45	£54

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Fee Name	Fee Description	Fee excluding VAT	Fee including VAT
PAT Testing	LetCo to appoint and EICR qualified person to carry out either PAT testing or a full electrical certificate. It does not include the cost of the certificate	£72 + VAT Up to 15 items  £1.50 + VAT per item over 15	£86.40 Up to 15 items  £1.80 per item over 15
Statutory Declarations	This fee for the statutory declaration is to complete the form, take it to a solicitor to get it signed and stamped and return it to the DPS who will then process it.	£75	£90
Additional contractor quotes	If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	£50	£60
Non Routine Management Service	Where we are required to provide non-routine management services e.g. fire, flood, subsidence per hour.	£10	£12
Contractor fee	LetCo reserves the right to make a commission charge to any contractor instructed on behalf of the landlord up to 15% +VAT (18%) of the net cost of the work. This is invoiced directly to the contractor.	15%	18%
Shopping fee	This fee is for purchasing appliances, furniture, window coverings, fixtures and fittings on behalf of the landlord that is not being supplied by one of our approved contractors.	£25	£30
Rent Review	We shall review the rent and where this results in a rent increase, the rent review fee applies. This cost includes the serving of a Section 13 notice where applicable.	£75	£90
Change of sharer	Where there is a change of a sharer within an existing tenancy and we assist with the administration relating to the change of sharer.	£300	£360
Submission of Non-Resident Landlords to HMRC	Quarterly Submission of Non-Resident Landlords to HMRC - this fee is charged to deduct tax from your net rental income and make returns to HMRC quarterly.	£25	£30
	Annual Submission of Non-Resident Landlord to HMRC - this fee is charged to remit and balance the financial return to HMRC, and respond to any specific query relating to the return from the Landlord or HMRC. An annual submission is also required.	£50	£60
Water Bacteria Testing	We will arrange for a specialist to carry out a Water Bacteria Test at the property. This fee covers the cost of the certificate, arranging access and retaining the certificate	£120	£144
Service of Notices	This includes serving a Section 21 Notice, a Section 8 Notice and any other relevant notice that is required	£75	£90
Tenant Referencing	Applicable when three or more tenants. Includes financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability.	£60 per tenant	£72 per tenant
Landlord Withdrawal	To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	£250	£300
Deposit Transfer	Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.	£75	£90
Tenant Right to Rent Checks	Carrying out a Right to Rent check on a Tenant to include obtaining the relevant information from the Tenant and obtaining confirmation of their Right to Rent via the Government website. Applicable to Tenant Find only.	£50	£60

### Inventory Fees

Bedroom Size	Fee excluding VAT	Fee including VAT
Studio & 1 Bedroom	£125	£150
2 Bedroom	£140	£168
3 Bedroom	£170	£204
4 Bedroom	£195	£234
5 Bedroom +	£230	£276

### Checkout Fees

Bedroom Size	Fee excluding VAT	Fee including VAT
Studio & 1 Bedroom	£125	£150
2 Bedroom	£125	£150
3 Bedroom	£125	£150
4 Bedroom	£145	£174
5 Bedroom +	£175	£210

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