

## 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

|                                                                                                                      |                                                  |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Full Management<br>Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly | 18% of the rent, inclusive of VAT (15%+VAT)*     |
| Compliance Fee                                                                                                       | £14.40 inclusive of VAT (£12.00 + VAT) per month |
|                                                                                                                      | *Sole Agency                                     |

|                                                                                                                              |                                                 |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Rent Collection Service<br>Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly | 14.4% of the rent, inclusive of VAT (12% +VAT)* |
| Protection and holding of tenancy deposit<br>OR<br>Contribution towards administration of No Deposit Scheme                  | £7.20 inclusive of VAT (£6.00 + VAT) per month  |
|                                                                                                                              | *Sole Agency                                    |

#### Optional with the Full Management or Rent Collection Service

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Property Visits | £78.00 inclusive of VAT (£65.00 + VAT) per visit |
|-----------------|--------------------------------------------------|

#### Short Term Tenancies

Where the Landlord has agreed a Tenancy Term of less than six months, the Landlord agrees to pay a fee equal to **24% (20% plus VAT)** of the total rent due for the term. When entering into a Term of less than 6 months the Landlord acknowledges and accepts that where the Tenancy is a Housing Act Tenancy the Tenant has security of tenure of six months. This means notice to end the Tenancy cannot be served during the first 4 months of the Tenancy and then notice cannot expire during the first 6 months. For Tenancies of less than six months only our Full Management service is available.

### Plus

|                                                                                                                       |                                                                                                                 |          |           |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------|-----------|
| Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)                      | £474.00 inclusive of VAT (£395.00 + VAT) per agreement                                                          |          |           |
| Tenant Referencing Fee                                                                                                | £72.00 inclusive of VAT (£60.00 + VAT) per reference                                                            |          |           |
| Guarantor Referencing Fee                                                                                             | £162.00 inclusive of VAT (£135.00 + VAT) per reference                                                          |          |           |
| Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only)                                            | £330.00 inclusive of VAT (£275.00 + 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)                                                                          |          |           |
| Inventory and Check Out Services                                                                                      |                                                                                                                 | Check In | Check Out |
|                                                                                                                       | Studio                                                                                                          | £144.00  | £144.00   |
|                                                                                                                       | 1 Bed                                                                                                           | £162.00  | £162.00   |
|                                                                                                                       | 2 Bed                                                                                                           | £180.00  | £180.00   |
|                                                                                                                       | 3 Bed                                                                                                           | £198.00  | £198.00   |
|                                                                                                                       | 4 Bed                                                                                                           | £216.00  | £216.00   |
|                                                                                                                       | 5 Bed                                                                                                           | £234.00  | £234.00   |
|                                                                                                                       | Additional rooms                                                                                                |          | £12.00    |
|                                                                                                                       | Additional garden/outside space                                                                                 | £12.00   |           |
|                                                                                                                       | All prices inclusive of VAT, payable on commencement of the tenancy.                                            |          |           |
| Premier Service                                                                                                       | 5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month  |          |           |
|                                                                                                                       | Or<br>4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month |          |           |

Portico Property 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.

## 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                                          | At 10.8% inclusive of VAT (9% + VAT of the rent) for the full tenancy term (as defined). Payable prior to completion.<br><br>Then 9.6% of the rent inclusive of VAT (8% + VAT) (Anniversary fee) payable on commencement of the anniversary period.<br><br>*Sole Agency |          |           |
| Set Up Fee                                                                 | £474.00 inclusive of VAT (£395.00 + VAT) per agreement                                                                                                                                                                                                                  |          |           |
| Tenant Referencing Fee                                                     | £72.00 inclusive of VAT (£60.00 + VAT) per reference                                                                                                                                                                                                                    |          |           |
| Guarantor Referencing Fee                                                  | £162.00 inclusive of VAT (£135.00 + VAT) per reference                                                                                                                                                                                                                  |          |           |
| Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only) | £180 inclusive VAT (£150 + VAT)                                                                                                                                                                                                                                         |          |           |
| Protection of the Tenancy Deposit with The Dispute Service                 | £72.00 inclusive of VAT (£60.00 + VAT) per registration payable on commencement of the tenancy and thereafter annually.                                                                                                                                                 |          |           |
| PEP and Sanctions Check Fee                                                | £24.00 inclusive of VAT (£20.00 + VAT)                                                                                                                                                                                                                                  |          |           |
| Provision of a Written Statement                                           | £360.00 inclusive of VAT £300.00 + VAT) per tenancy                                                                                                                                                                                                                     |          |           |
| Inventory and Check Out Services                                           |                                                                                                                                                                                                                                                                         | Check In | Check Out |
|                                                                            | Studio                                                                                                                                                                                                                                                                  | £144.00  | £144.00   |
|                                                                            | 1 Bed                                                                                                                                                                                                                                                                   | £162.00  | £162.00   |
|                                                                            | 2 Bed                                                                                                                                                                                                                                                                   | £180.00  | £180.00   |
|                                                                            | 3 Bed                                                                                                                                                                                                                                                                   | £198.00  | £198.00   |
|                                                                            | 4 Bed                                                                                                                                                                                                                                                                   | £216.00  | £216.00   |
|                                                                            | 5 Bed                                                                                                                                                                                                                                                                   | £234.00  | £234.00   |
|                                                                            | Additional rooms                                                                                                                                                                                                                                                        |          | £12.00    |
|                                                                            | Additional garden/outside space                                                                                                                                                                                                                                         | £12.00   |           |
| All prices inclusive of VAT                                                |                                                                                                                                                                                                                                                                         |          |           |

## 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 electrical certificate                                        | Contractor invoice plus £30.00** arrangement |
| Instruction of gas safety record and electrical PAT test                     | £132.00<br>£180.00                           |
| Full Management Service                                                      |                                              |
| Introduction Only Service                                                    | £162.00<br>£210.00                           |
| Instruction of gas safety record and boiler service plus electrical PAT test |                                              |
| Full Management Service)                                                     | From £120.00 per survey                      |
| Introduction Only Service                                                    |                                              |
| EPC (Energy Performance Certificate)                                         | £48.00                                       |
| Desktop MEES (Minimum Energy Efficiency Standards) Report                    |                                              |
| Green Deal Assessment                                                        | £150.00                                      |
| Deed of Surrender                                                            | £300.00 per document                         |
| Service of a Legal Notice                                                    | £72.00                                       |
| Pre-Tenancy Withdrawal                                                       | £1,000.00                                    |

|                                                                                                                                |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Instruction of electrical certificate                                                                                          | Contractor invoice plus £30.00** arrangement                                                                                                   |
| 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                                                                                                                                         |
| 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 per set                                                                                                              |
| Shopping fee                                                                                                                   | Invoice value plus £42.00                                                                                                                      |
| Tax<br>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                                                                                                                                |
| Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT                                                      | 12% of the contractor's invoice                                                                                                                |
| Arrangement of Insurance work or refurbishment work or purchase of replacement furniture                                       | 12% of the contractor's invoice                                                                                                                |
| Abortive Check In Fee                                                                                                          | £120.00                                                                                                                                        |
| Property Inspections and Visits<br>Additional visits made by the Agent to the property at the specific request of the Landlord | £78.00 per property visit                                                                                                                      |
| Additional Property Visits to comply with the conditions of a property licence                                                 | £78.00 per property visit                                                                                                                      |
| Property Visits to Unoccupied Property                                                                                         | From £80.00 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 and on behalf of the Landlord                                                                       | £15.00 per annum                                                                                                                               |
| Withdrawal Fee                                                                                                                 | Equivalent to 2 months' rent plus VAT applicable to Initial Period.<br>Equivalent to 1 months' rent plus VAT applicable to Anniversary Period. |

\*included in Managed Service

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