

## 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 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 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 OR 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
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#### 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	£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	4.2% of the monthly rent inclusive of VAT (3.5% + VAT) payable monthly		

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.  Then 9.6% of the rent inclusive of VAT (8% + VAT) (Anniversary fee) payable on commencement of the anniversary period.  *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	£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	
Full Management Service	£132.00
Introduction Only Service	£180.00
Instruction of gas safety record and boiler service plus electrical PAT test	
Full Management Service)	£162.00
Introduction Only Service	£210.00
EPC (Energy Performance Certificate)	From £120.00 per survey
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
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
Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00

Instruction of electrical certificate	Contractor invoice plus £30.00** arrangement
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
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
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Abortive Check In Fee	
Property Inspections and Visits 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. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

\*included in Managed Service

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