

# LANDLORD FEE SCHEDULE

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



Independent Chartered Surveyors  
Established 1919

Telephone: 01543 505454

Facsimile: 01543 466913

Email: [info@bootandson.co.uk](mailto:info@bootandson.co.uk)

schedule of fees effective for services from 4<sup>th</sup> December 2020

## LEVEL OF SERVICE OFFERED:

	<b>Let Only: Set up fee £400 inc. VAT</b>	<b>Fully Managed: Set up fee £260 inc. VAT Plus monthly commission of 11% inc. VAT</b>
Rental Appraisal and agreement of asking rent	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Advise on refurbishment requirements	✓	✓
Erect 'To Let' board in accordance with Town and Country Planning Act 1990 (where applicable)	✓	✓
Market the property and advertise on property portals	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓
Find and Reference prospective tenants	✓	✓
Complete tenancy agreement	✓	✓
Prepare Inventory and Schedule of Condition and undertake Check-in inspection	✓	✓
Collect and remit initial months rent	✓	✓
Provide tenants with method of payment	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Register deposit with deposit protection scheme	✓	✓
Advise all relevant utility providers of commencement of tenancy and meter readings	✓	✓
Collect and remit monthly rent		✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓
Undertake periodic inspections during the tenancy and provide inspection report to landlord		✓
Arrange routine repairs and instruct approved contractors		✓
Rent reviews and tenancy renewals to existing tenants		✓
Issuing of notices to determine the tenancy (Section 8 and/or 21)		✓
Undertake end of tenancy Check-out inspection		✓
Security deposit dilapidation negotiations		✓
Preparation and submission of evidence to support deposit disputes		✓

<b>ADDITIONAL PRE TENANCY FEES</b> (Let only and Fully Managed services) For arranging and facilitating statutory compliance, if not provided upon inspection or undertaken by the landlord	
Energy Performance Certificate (EPC)	£90.00 inc. VAT
Gas Safety Certificate	£80.00 inc. VAT
Electrical Installation Condition Report	£150.00 inc. VAT
Portable Appliance Testing	£20.00 inc. VAT per appliance
Legionella Risk Assessment	£70.00 inc. VAT
Guarantor Fee: Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)	£70.00 inc. VAT per guarantor
Landlord Withdrawal Fees (before move-in). To cover the costs associated with the marketing, advertising and tenancy set-up, should the landlord withdraw from the market before it has started	£120.00 inc. VAT
12 Months Rent Guarantee Insurance (subject to satisfactory applicants)	Quoted for on an individual basis. Insurance policy taken as a percentage of the passing rent plus administration fee, Insurance Premium Tax and VAT at the prevailing rate at the time the policy is issued. For example a current policy on a rent of £450 pcm would amount to £156.96

<b>LET ONLY SERVICE</b> Optional Additional Services	
Periodic Inspections: Should the Landlord request us to undertake inspections during a tenancy and provide inspection report	£70.00 inc. VAT per visit
Rent Review Fees: Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment changes as appropriate, issue Section 13 notice if tenancy is on a periodic basis or issuing and completion of further tenancy agreement	£120.00 inc. VAT per tenancy
Right to Rent Follow-Up Check: Undertake a repeat check on tenants on a time limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified.	£50.00 inc. VAT per check
End of Tenancy Check-out Fee: Attend property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.	£120.00 inc. VAT per tenancy
Tenancy Dispute Fee: The cost associated with the preparation of all evidence and submitting the case to the tenancy deposit schedule as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.	£200.00 inc. VAT per tenancy
Fees for service of Legal Notices (Section 8 or Section 21):	£60.00 inc. VAT per Notice

<b>OTHER FEES AND CHARGES</b>	
<b>Management Take-over Fees:</b> To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, undertaking inspection of property, receiving and protection of the security deposit and providing all necessary legal documentation to the tenant.	£120.00 inc. VAT per tenancy
<b>Landlord Withdrawal Fees (during tenancy):</b> To cover the costs associated with advising the tenant of 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 (Fully Managed Service only).	£120.00 inc. VAT per tenancy
<b>Letting to a new tenant under an existing management agreement Fee:</b>	£200.00 inc. VAT per tenancy
<b>Annual Income and Expenditure Schedule provision Fee:</b>	£60.00 inc. VAT per tenancy

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

CLIENT MONEY PROTECTION:  
[www.rics.org](http://www.rics.org)



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



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

