

# LANDLORD FEES SCHEDULE

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## LEVELS OF SERVICE OFFERED:

	Tenant Find:12% of rent (inc. VAT)	Rent collection:13.2% of rent (inc. VAT)	Fully managed: 18% of rent (inc. VAT)
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	✓	✓	✓
Provide any HMRC deduction information if required	✓	✓	✓
Provide tenants with relevant utility providers details for changes to accounts	✓	✓	✓
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 routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓

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All prices are including VAT

<p><b>PRE-TENANCY FEES</b> Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord*</p> <ul style="list-style-type: none"> <li>• Energy Performance Certificate (EPC) £75 (inc. VAT) per tenancy</li> <li>• Gas Safety Certificate (GSR) £65 (inc. VAT) per tenancy</li> <li>• Electrical Installation Condition Report (EICR) £price on property bases (inc. VAT) per tenancy</li> <li>• Portable Appliance Testing (PAT) £price on property bases (inc. VAT) per tenancy</li> <li>• Legionella Risk Assessment £55 (inc. VAT) per tenancy</li> <li>• Installing Smoke alarms and Carbon Monoxide £50 per device (inc. VAT) per tenancy</li> <li>• Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £30 (inc. VAT) per tenancy</li> <li>• Handling local authority licensing application £150 (inc. VAT) per tenancy</li> </ul> <p>*These are the third party charged by the contractor and are subject to changes/increases. Under the fully managed and rent collection service, we do not charge any arrangement fees. However, if you are under the let only service an arrangement fee for each item will be charged at £30 (inc VAT)</p> <ul style="list-style-type: none"> <li>• Arranging removal of furniture that does not meet regulations £30.00 (inc VAT) (this is the agents fee for arranging, the contractors fee is charged separately - (ONLY PAYABLE ON INTRODUCTION ONLY SERVICE)</li> <li>• Arrangement fee for a cleaner £30.00 (inc VAT) (this is the agents fee for arranging, the contractors fee is charged separately - (ONLY PAYABLE ON INTRODUCTION ONLY SERVICE)</li> </ul>	<p><b>START OF TENANCY FEES</b> Set-up Fees: £180 (inc. VAT) per tenancy. Referencing for up to two tenants (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) and arranging the signing of the tenancy agreement.</p> <p>Additional Tenant Referencing Fees: £45 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.</p> <p>Guarantor Fees: £45 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).</p> <p>Permitted Occupier Fees: £25 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.</p> <p>Deposit Registration Fees (where collected): £25 (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.</p> <p>Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.</p> <p>Accompanied Check-in Fees: £30 (inc VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.</p> <p>Landlord Withdrawal Fees (before move-in): £250 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.</p> <p>For the negotiation and administration of Horler &amp; Associates Tenancy Agreement the fee will be £60.00 (inc VAT) (ONLY PAYABLE ON INTRODUCTION ONLY SERVICE)</p> <p>For the negotiation and administration of a Landlord's or Tenant's own Tenancy Agreement the fee will be £60.00(inc VAT)</p> <p>Solicitors additions to the tenancy agreement where the rent exceeds £25,0000 pa the fee will be £60.00(inc VAT)</p>
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### DURING TENANCY FEES

Additional Property Visits: £30 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property (This also applies to accompanying contractors to the property)

Rent Review Fees: £30 (inc. VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £114 (inc. VAT) per tenancy. (ONLY PAYABLE ON INTRODUCTION ONLY SERVICE) Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £25 (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 over stayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £250 (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 £5000.00: 18% 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. Fully Managed service only.

### END OF TENANCY FEES

Check-out Fees: priced per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £300 (inc. VAT) per tenancy. The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): £75 (inc. VAT) per Notice.

Court Attendance Fees: £250 (inc. VAT) per hour.

### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 10% of contractor's invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson. LET ONLY SERVICE ONLY

Submission of Non-Resident Landlords receipts to HMRC £60 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £60 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Correspondence market rents rent assessment committees and Court of Tribunal proceedings hourly rate of £36.00

Fees for providing an Annual Income and Expenditure Schedule: £30 (inc. VAT) annually.

Same-Day Payment Fees: £30 (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

Arrangement Fees for works over £5000.00: 18% 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. Fully Managed service only.

Obtaining more than three contractor quotes: £30 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £60 (inc. VAT) per visit. 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: £150 (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: £30 (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.

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

CLIENT MONEY PROTECTION:



INDEPENDENT REDRESS:  
[HTTPS://WWW.THEPRS.CO.UK](https://www.theprs.co.uk)



