

# LANDLORD SERVICES & FEES

## FULLY MANAGED SERVICE

### **Fully Managed Monthly Fee**

**10% + VAT (12% inc VAT)** of the monthly rent ignoring any incentives, discounts or rent reductions. What is included:-

- ✓ Rent collection and payment to landlord
- ✓ All repair and maintenance
- ✓ Day to day queries & tenant requests
- ✓ Gas cert, EPC, EICR renewals (see costs overleaf)
- ✓ Out of hours emergencies
- ✓ Mid term inspection reports
- ✓ End of tenancy checkout reports
- ✓ Deposit deductions

### **Fully Managed Set up Fees**

**£395 + VAT of a months rent (£474 inc VAT)** of the first months rent ignoring any incentives, discounts or rent reductions. What is included:-

- ✓ Professional photographs
- ✓ To Let board (where applicable)
- ✓ Advertising - Rightmove & Social Media
- ✓ Property enquiries and qualifying applicants
- ✓ Accompanied viewings and feedback
- ✓ Application assessment, issue of a draft Occupation Contract and written statement
- ✓ Tenant/Guarantor referencing to include full biometric and photographic ID checks, proof of address check, financial credit checks, visa / right to rent, employers reference, current and / or previous landlord reference and any other information.
- ✓ Legally required anti Money Laundering (AML) checks on tenants and guarantors to include Politically Exposed Persons (PEP) checks & UK Government Sanction List
- ✓ Collect first months rent and deposit
- ✓ Renting Homes Wales Occupation Contract & Written Statement and issue of mandatory certification
- ✓ Preparation and execution of Guarantor Contractual Agreement (if applicable)
- ✓ Service of RHW2
- ✓ Accompanied move in
- ✓ Protection of the tenants deposit in our TDS scheme
- ✓ We provide the new tenant details to council tax, gas, electric and water along with opening meter readings and deal with your final utility/council tax accounts.

## LET ONLY SERVICE (Tenant Find)

### **Letting Only / Tenant Find Fee**

**75% + VAT of a months rent (90% inc VAT)** of first months rent ignoring any incentives, discounts or rent reductions. What is included:-

- ✓ Collect first months rent & deposit, pay landlord
- ✓ Professional photographs
- ✓ To Let board (where applicable)
- ✓ Advertising - Rightmove & Social Media
- ✓ Property enquiries and qualifying applicants
- ✓ Accompanied viewings and feedback
- ✓ Application assessment and issuing a draft Occupation Contract
- ✓ Tenant/Guarantor referencing to include full biometric and photographic ID checks, proof of address check, financial credit checks, visa / right to rent, obtaining an employers reference, current and / or previous landlord reference and any other information.
- ✓ Anti Money Laundering (AML) checks on tenants and guarantors to include Politically Exposed Persons (PEP) checks & UK Government Sanction List Screening
- ✓ Renting Homes Wales Occupation Contract and Written Statement and issue of mandatory certification.
- ✓ Preparation and execution of Guarantor Contractual Agreement (if applicable)
- ✓ Service of RHW2
- ✓ Accompanied move in



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# LANDLORD FEE SCHEDULE

## PRE-TENANCY CHARGES (ALL SERVICE LEVELS)

The following charges apply to facilitate statutory compliance:-

### Photographic Inventory & Schedule of Condition.

£175 + VAT (£210 inc VAT)

Inventories are now a legal requirement under the Renting Homes Wales Act, unless the tenant agrees in writing not to have one. Inventories and mid term inspections are completed by an independent third party for impartiality

### Energy Performance Certificate (EPC)

£55 (no VAT)

### Gas Safety Certificate (GSC)

£80 + VAT (£96 inc VAT)

### Gas Safety Certificate & Annual Boiler Service

£120 + VAT (£144 inc VAT) if done at the same time

### Supply & Install Carbon Monoxide alarm (CO2)

£35 + VAT (£42 inc VAT) per detector

### Electrical Installation Condition Report (EICR)

£150 (No VAT)

### Supply & install 10 year mains powered smoke / heat detector(s)

£180 (No VAT) per detector

### Annual Hot Water Cylinder Service & Testing

£60 + VAT (£72 inc VAT)

### Portable Appliance Testing (PAT)

£150 + VAT £180 inc (VAT)

### Legionella Risk Assessment

£150 + VAT (£180 inc VAT)

## ADDITIONAL SERVICES

The following charges apply:-

### Additional / Void Property Visits

£50 + VAT (£60 inc VAT) per visit payable in advance. At landlord's request we can arrange additional property visits such as checking void / vacant properties. Charges cover the costs of attending / inspecting the property (routine mid-term inspections are covered under fully managed at no additional charge)

### Rent Review Fees

£25 + VAT (£30 inc VAT)

Review rent in accordance with current prevailing market conditions, advising the landlord and service of a prescribed Renting Homes Wales form (periodic tenancies only with 2 months minimum notice)

### Statement / Deed of Variation

£25 + VAT (£30 inc VAT) per tenancy.

Formal document to cover the cost of amendments to a periodic Occupation Contract (such as withdrawal of a Joint Tenant under Section 163 of the Renting Homes (Wales) Act 2016)

### Contract Renewal Fees

£100 + VAT (£120 inc VAT) per renewal. Contract negotiation, amending and updating terms and arranging for the signing of a occupation contract agreement and issue of RHW2

### Arrangement Fees (maintenance works over £1,500)

10% + VAT of net cost (12% inc VAT) Fully managed only

### Handling local authority licensing application (such as an application for a HMO License/Renewal)

£500 + VAT (£600 inc VAT) Fully managed only

### Landlord Withdrawal Fees (before move-in):

Where The Gray House has introduced a tenant who has provided satisfactory references and is ready, willing and able to proceed but the Landlord decides to withdraw the property or declines to accept the tenant, the Landlord will be liable for abortive letting fees. This is to cover our costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the letting before it begins.

50% + VAT (60% inc VAT) of a month rent

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## ADDITIONAL CHARGES UNDER FULLY MANAGED SERVICE

### **Landlord Rent Protection Insurance (optional)**

£325 + VAT (£390 inc VAT) 12 month policy

### **Obtaining More than 2 Contractor Quotes**

£50 + VAT (£60 inc VAT) per quote

### **Submission of Non-Resident Landlord Receipts to HMRC**

£25 + VAT (£30 inc VAT) quarterly. Remit and balance the financial Return to HMRC on both a quarterly and annual basis

### **Additional HMRC Reporting Fees**

£25 + VAT (£30 inc VAT) per request. Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC

### **Service of Legal Notice for Possession**

£200 + VAT (£240 inc VAT) per Notice. Further details on request

### **Court Attendance Fees**

£250 + VAT (£300 inc VAT) per visit

### **Management Take-over Fees**

£150 + VAT (£180 inc VAT) per tenancy

To cover the costs associated with taking over management of an ongoing tenancy either from another agent or self managed landlord and ID/AML checks on the tenant. This covers our costs in ensuring statutory compliance has been undertaken, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant

### **Landlord Management Withdrawal Fees**

50% + VAT of 1 months rent (60% inc VAT) per tenancy.

Where a landlord wishes to move the management of their property to another agent, to self manage or to sell the property with the tenant in situ. Fees are to cover costs associated with the tenancy transfer and position of the security deposit. Notice period is 1 month

## ADDITIONAL SERVICES AVAILABLE TO LANDLORDS

### **Accountant Report, Y/E Statements, Copy Statements**

£10 + VAT (£12 inc VAT) per request. There is no charge for fully managed landlords

### **Additional HMRC Reporting Fees**

£25 + VAT (£30 inc VAT) per request. Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC

### **End of Tenancy Checkout**

£75 + VAT (£90 inc VAT) per tenancy

Attending the property, undertake an end of tenancy inspection, collect keys and meter readings and provide a photographic checkout report. There is no charge for fully managed landlords

### **Deposit Dispute Fee**

£150 + VAT (£180 inc VAT)

Costs relating to the time and administrative work involved in preparing evidence and submitting the case to the tenancy deposit scheme. This applies only when the landlord, who has a signed photographic inventory, chooses to proceed with dispute against the agent's best advice. The agent bears no financial liability for any loss incurred by the landlord, and the landlord agrees to accept the adjudicator's decision as final and binding. We will always seek appropriate compensation and reimbursement for damages and cleaning on your behalf to ensure you are not left out of pocket but these must be reasonable and take in to account the length of the tenancy, condition at the start of the contract, number of occupiers and be a fair and realistic approach



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