

RMA Properties Ltd

LANDLORD FEES SCHEDULE	LEVELS OF SERVICE OFFERED		
	Let Only (Tenant find): Fee equivalent to 2 Weeks' Rent inc. VAT	Rent Collection only: 12% of rent (inc. VAT) [10%+VAT]	Fully Managed: 15% of rent (inc. VAT) [12.5%+VAT]
Free market appraisal to agree the rental value	√	√	√
Provide guidance on licensing, compliance with legislation and lettings consents	√	√	√
Advise on refurbishment requirements and improvements that might improve rent yields	√	√	√
Erect board outside the property in accordance with Town and Country Planning Act 1990 (where possible)	√	√	√
Market the property and advertise on relevant portals including Rightmove, On The Market/OTM and RMA website	√	√	√
Carry out accompanied viewings & feedback from viewings	√	√	√
Source suitable tenants	√	√	√
Collect and remit initial first month's rent	√	√	√
Provide tenants with method of payment	√	√	√
Deduct any pre-tenancy invoices prior to tenancy commencement	√	√	√
Monitor compliance regarding certificates including Electrical, Gas safety and EPC		√	√
Pursue non-payment of rent and provide advice on rent status		√	√
Agree collection of any rent arrears via relevant payment method		√	√
Demand, collect and remit the monthly rent with statement provided		√	√
Arrange payments for statutory requirements including certificates, licensing compliance works			√
Undertake two routine inspections per annum and notify the outcome to the landlord via a report			√
Arrange routine repairs/maintenance and instruct approved contractors			√
Undertake full check in/out processes and arrange deposit return including handling any disputes			√
Hold keys throughout the tenancy term and administer			√

Additional Services

Tenancy Set up Fees

A set-up fee of **£150 including VAT [£125+VAT] per tenant** for all bookings, which is to be paid in full before or at the commencement of the tenancy. This also includes a **£30 guarantor reference per tenant.** *

****Please note that the above amount of £30 is to be charged on an annual basis to cover both the guarantor and the tenant.***

The set-up fee includes the following services as listed below:

- **Arrangement of floorplan**
- **Preparation of the Tenancy Agreement**
- **Registration of the deposit with DPS (Custodial)**
- **Tenancy negotiation as per Booking Form**
- **Tenant and guarantor referencing**
- **Initial Right to Rent check**
- **Service of deposit documentation (*This applies to Rent Collection and Fully Managed services only where the deposit is registered with DPS. Let Only landlords remain responsible for protecting the deposit and serving the relevant prescribed information through their chosen scheme*)**

During Tenancy Fees

HMO Licence Application: £350 inc VAT plus local authority fee costs.

Covers the cost of the application, submission of certificates, attending inspections and undertaking a fire risk assessment as required for the full five years period of the Licence.

HMO Licence Renewals only: £175 inc VAT plus local authority fee costs.

Covers the cost of the application as above for renewals covering fixed one/two/five-year periods as applicable.

Selective Licence Application: £350 inc VAT plus local authority fee costs.

Covers the cost of the application, submission of certificates including floorplans, attending HHSRS inspections as required for the full five years period of the Licence.

Attending HHSRS Property inspections only with the Council: £60 per hour inc VAT.

Additional Property Visits: £50 inc VAT per visit.

Should the landlord request property visits in addition to the standard six-monthly inspections within their existing Terms of Business as per the Agency Agreement, this cost covers the cost of attending the property.

Rent Review fees: £100 inc VAT.

Review the rent in accordance with prevailing open market conditions, advise the landlord accordingly and where appropriate, liaise with the tenant and serve the prescribed statutory Section 13 Notice, subject to the legal requirements.

Right to Rent follow up: Free of charge

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 overstayer be identified.

End of Tenancy Fees

Check Out Fees [if Let Only (Tenant find) Service]: From £200 inc VAT. Dependent upon the number of rooms and/or size of the property and any outbuildings. Attending the property to conduct an updated Schedule of Condition based on the original inventory and negotiating the repayment and return of the security deposit including the preparation and submission of the dispute.

Court Attendance Fees (including Section 8 possession proceedings and/or CCJ proceedings): £400 inc VAT per day.

Other fees & Charges

Vacant Property Management Fees: £50 inc VAT per visit.

This includes the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Legionella Risk Assessment: £60 inc VAT as arranged for the chosen company.

Assistance with preparation of possession/CCJ court paperwork: £250 inc VAT.

Please note that any court fees or solicitors' costs incurred will be payable in addition to the above fee.

Sale-related property administration (where specifically instructed): £200 inc VAT.

This fee applies only where the landlord specifically instructs the agent to undertake additional administration arising from a sale of the property during the tenancy, including liaison with the purchaser or their agents in relation to tenancy documentation, deposit information and the management handover.