

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 tenancy term (as defined) including all renewal periods. Payable monthly Compliance Fee	18% of the rent, inclusive of VAT (15%+VAT) £14.40 inclusive of VAT (£12.00 + VAT) per month
Rent Collection Service Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods. Payable monthly Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	14.4% of the rent, inclusive of VAT (12% +VAT) £7.20 inclusive of VAT (£6.00 + VAT) per month
Optional with the Full Management or Rent Collection Service	
Property Visits	£78.00 inclusive of VAT (£65.00 + VAT) per visit

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		
Landlord Renewal	£330.00 inclusive of VAT (£275.00 + VAT) per agreement		
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	10.8% inclusive of VAT (9% + VAT)* of the rent for the full tenancy term (as defined). Payable prior to completion.		
	9.6% of the rent inclusive of VAT (8% + VAT)* for any renewal or extension of any Tenancy or for any Rent review thereafter, payable on commencement of the renewal Term or rental period or commencement of the rent review process.		
	*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		
Landlord Renewal	£330.00 inclusive of VAT (£275.00 + VAT) per agreement		
Protection of the Tenancy Deposit with The Dispute Service	£72.00 inclusive of VAT (£60.00 + VAT) per registration		
PEP and Sanctions Check Fee	£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		

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)	£96.00 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
Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
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

Instruction of electrical certificate	Contractor invoice plus £30.00** arrangement
Rent Review for a Periodic Tenancy	£90.00
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	£60.00 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 (applicable to statutory periodic tenancies)	Equivalent to 2 months' rent plus VAT

*included in Managed Service

**£30.00 arrangement Fee included in Managed Service