

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 Occupation Contract term (as defined) including all renewal periods. Payable monthly. Compliance Fee	18% of the rent, inclusive of VAT (15%+VAT) £13.20 inclusive of VAT (£11.00 + VAT) per month
Rent Collection Service Percentage of the rent payable for the full Occupation Contract term (as defined) including all renewal periods. Payable monthly Protection and holding of Occupation Contract deposit OR Contribution towards administration of No Deposit Scheme	14.4% of the rent, inclusive of VAT (12% +VAT) £4.80 inclusive of VAT (£4.00 + VAT) per month

Plus

Set Up Fee (This Fee includes a Occupation Contract and transfer and management of your utilities)	60% inclusive of VAT (50% + VAT) of one months' rent
Inventory /Check Out Preparation	Studio/1 Bedroom £250.00 (£208.33 + VAT) 2 Bedrooms £260.00 (£216.67 + VAT) 3 Bedrooms £270.00 (£225.00 + VAT) 4 Bedrooms £280.00 (£233.33 + VAT) 5 Bedrooms £290.00 (£241.67 + VAT) Prices for larger properties available on request All prices including VAT
Landlord Renewal	£150.00 inclusive of VAT (£125.00 + VAT)
Premier Service	4.2% of the monthly rent inclusive of VAT (3.5% + VAT) payable monthly

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.

Contract-holder Introduction Only Services	10.8% inclusive of VAT (9% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or if the first month's rent does not cover the value of the invoice the funds are payable prior to completion. £240.00 inclusive of VAT (£200.00 + VAT)* for any renewal or extension of any Contract 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
Protection of the Deposit with The Dispute Service	£114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the Occupation Contract
Provision of the written statement	£360.00 inclusive of VAT (£300.00 + VAT) per contract
Inventory and Check Out Preparation	Full inventory services available, ask in branch for details

Moginie James 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.



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Standard/Additional Fees – applicable to all contracts

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 either a gas safety record or electrical certificates	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	£90.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00
Change Of Contract-holder/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Change Of Contract-holder/Sharer Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending an Occupation Contract at a Landlord's request to include issuing amended contracts.	£60.00
Periodic Rent Review Fee	£150.00 inclusive of VAT (£125.00 + VAT)
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	£59.40
Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	
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	£120.00
Dwelling Inspections and Visits	£42.00 per Dwelling visit
Additional visits made by the Agent to the Dwelling at the specific request of the Landlord	
Additional Dwelling Visits to comply with the conditions of a property licence	£42.00 per Dwelling visit
Dwelling Visits to Unoccupied Dwelling	£60.00 per property visit
Waiting at Dwelling on behalf of the Landlord	£60.00 per hour
Licence application on behalf of Landlord	£330.00 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 periodic occupation contract)	Equivalent to 2 months' rent plus VAT

*included in Managed Service

**£30.00 arrangement Fee included in Managed Service