

## LANDLORD FEES SCHEDULE

### ADDITIONAL NON-OPTIONAL FEES AND CHARGES

#### INITIAL FEE

£420 (inc VAT).

Which covers photography, floorplan, marketing, tenant referencing, Right to Rent check(s), deposit registration and AST draft.

#### RENT COLLECTION SERVICE

14.4% (inc VAT).

#### TENANCY MANAGEMENT SERVICE

18% (inc VAT).

#### PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- **Energy Performance Certificate (EPC)**  
£90 (inc. VAT) per tenancy
- **Gas Safety Certificate (GSR)**  
From £110 (inc. VAT) per tenancy
- **Electrical Installation Condition Report (EICR)**  
From £180 (inc. VAT) per tenancy
- **Portable Appliance Testing (PAT)**  
From £30 (inc. VAT) per tenancy
- **Installing Smoke alarms and Carbon Monoxide**  
From £60 (inc. VAT) per tenancy

#### START OF TENANCY FEES

##### Tenancy Agreement Fee:

£300 (inc VAT).

##### Tenant Referencing:

£78 per Tenant (inc VAT).

##### Completion of a Right to Rent check in accordance with the Immigration Act 2014:

£30 (inc VAT).

##### Guarantor Fees:

£120 (inc. VAT) per guarantor.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

##### Obtaining office copy entries of the Title to your property:

£12 (inc VAT).

##### Deposit Registration Fees (where collected):

£54 (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.

#### Inventory Fees:

From £150 (inc VAT).

Dependant on the number of bedrooms and/or size of the property and any outbuildings.

#### Accompanied Check-in Fees:

£120 (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.

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

£1080 (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.

*If you any questions on our fees, please ask a member of staff.*

Maddisons is part of Client Money Protect's Client Money Protection (CMP) Scheme. Maddisons is a member of the independent redress scheme provided by The Property Ombudsman.



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Maddisons Residential Ltd • Registration No. 8422276 • VAT No. 158 7017 93



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### ADDITIONAL NON-OPTIONAL FEES AND CHARGES

#### DURING TENANCY FEES

##### **Additional Property Visits:**

£120 (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.

##### **Rent Review Fees:**

£120 (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.

#### MANAGED/ RENT COLLECTION

##### **Renewal Fees:**

£300 (inc VAT).

Contract Negotiation, rent review, amending and updating terms and arranging for the signing of a further tenancy agreement.

##### **Right-to-Rent Follow-Up Check:**

£30 (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 overstayer be identified. This does not apply to a Tenant-Find service.

##### **Landlord Withdrawal Fees**

##### **(during tenancy):**

£300 (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.

#### END OF TENANCY FEES

##### **Check-out Fees:**

From £120 (inc. VAT) per tenancy.

Arranging an independent Clerk to visit the property to undertake an updated Schedule of Condition based on the original inventory. Price dependant on size of property.

##### **Dealing with the Deposit Return on the Rent Collection:**

£120 (inc VAT)

##### **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.

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#### FINANCIAL CHARGES

**Interest on Unpaid Commission:**

4% above the Bank of England Base Rate from Due Date until paid.

**Submission of Non-Resident Landlords receipts to HMRC:**

£300 (inc. VAT) quarterly. To remit and balance the Financial Return to HMRC on both a quarterly and annual basis.

**Additional HMRC Reporting Fees:**

£72 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

**Fees for providing an Annual Income and Expenditure Schedule:**

£30 (inc. VAT) annually.

**Foreign Currency Payment Fees:**

£60 (inc. VAT) per payment. Should the landlord request a payment to be made in a currency other than that which is agreed within their existing Terms of Business, this covers the costs of providing a payment in another currency.

#### OTHER FEES AND CHARGES

**Arrangement Fees for works and refurbishments over £750:**

12% 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.

**Vacant Property Management Fees:**

£120 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

**Fees for the service of Legal Notices (Section 8 or Section 21):**

£120 (inc. VAT) per Notice.

**Court Attendance Fees:**

£200 (inc. VAT) per hour.

**Management Take-over Fees:**

£180 (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:**

£54 (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.

**Sale of property fee:**

1.20% of the agreed sale price.

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