

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: £600.00 (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 15% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Register and find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrange payments for statutory requirements		✓	✓
Persue non-payment of rent and provide advice on rent arrears actions		✓	✓
Hold keys throughout the tenancy terms		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

FULLY MANAGED

SET UP FEE

One weeks rent + VAT with a minimum charge of £330.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms), arranging the signing of the tenancy agreement and Inventory check in and inventory update.

DEPOSIT REGISTRATION & PROTECTION

If Lines & James are instructed to hold and protect the tenant(s) deposit, the following fees will apply:

Registration: £30.00 (inc. VAT)

Lines & James will 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. On termination of the tenancy, check both tenant and landlord agree with the return amounts, close the protected scheme and return monies as agreed. If the tenant and landlord do not agree with the deposit return amounts, Lines & James, as stakeholders, will attempt to negotiate with both parties and if unable to obtain an agreement prepare all paperwork for submission to the security deposit protection scheme for legally binding adjudication

Annual Re-Protection: £30.00 (inc. VAT) annually
Security deposit scheme costs for ongoing scheme participation. Provide updated Deposit Certificate to the tenant(s) as appropriate.

INVENTORY

Creation of an inventory: See attached Inventory Charges. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Check Out Fees: See attached Inventory Charges. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

TENANCY RENEWAL

Fixed Term Renewal Fees: £108.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further fixed term tenancy agreement.

Periodic Tenancy Renewal Fee: £0.00

If there are no changes to the existing terms and continues as a Periodic Tenancy an administration fee is not payable.

Rent Review Fees: £72.00 (inc. VAT) per tenancy
Rent review 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.

PROPERTY WORKS/REFURBISHMENT

Arrangement Fees for work or refurbishment over £500.00: 10% 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.

Obtaining more than three contractor quotes: £54.00 (inc. VAT) per quote

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

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

RENT COLLECTION

SET UP FEE

One weeks rent + VAT with a minimum charge of £330.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms), arranging the signing of the tenancy agreement and inventory checkin and inventory update.

DEPOSIT REGISTRATION AND PROTECTION

If Lines & James are instructed to hold and protect the tenant(s) deposit, the following fees will apply:

Registration: £30.00 (inc. VAT)

Lines & James will register landlord and tenant details and protect the security deposit with Government authorised scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date. On termination of the tenancy, check both tenant and landlord agree with the return amounts, close protected scheme and return monies as agreed.

Annual re-protection: £30.00 (inc. VAT) annually

Security deposit scheme costs for ongoing scheme participation. Provide updated Deposit Certificate to the tenant(s) as appropriate.

Deposit Dispute Resolution: £42.00 (inc. VAT) per hour

If the tenant and landlord do not agree with the deposit return amounts, Lines & James, as stakeholders, will attempt to negotiate with both parties and if unable to obtain an agreement prepare all paperwork for submission to the security deposit protection scheme for legally binding adjudication

INVENTORY

Creation of an inventory: See attached Inventory Charges. Dependant on the number of bedrooms and/or size of the property and outbuildings.

Check Out Fees: See attached Inventory Charges.

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

TENANCY RENEWAL

Fixed Term Renewal Fees: £108.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Periodic Tenancy Renewal Fees: £0.00

If there are no changes to the existing terms and continues as a Periodic Tenancy an administration fee is not payable.

Rent Review Fees: £72.00 (inc. VAT) per tenancy.

Review rent in accordance with the 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.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

TENANT FIND

SET UP FEE

One weeks rent + VAT with a minimum charge of £330.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) arranging the signing of the tenancy agreement, inventory check in and inventory update.

DEPOSIT REGISTRATION AND PROTECTION

If Lines & James are instructed to hold and protect the tenant(s) deposit, the following fees will apply:

Registration and Return: £30.00 (inc. VAT)

Lines & James will 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. On termination of the tenancy, check both tenant and landlord agree with the return amounts, close the protected scheme and return monies as agreed.

Annual Re-Protection: £30.00 (inc. VAT)

Security Deposit scheme costs for ongoing scheme participation. Provide updated Deposit Certificate to the tenant(s) as appropriate.

Deposit Dispute Resolution: £42.00 (inc. VAT) per hour

If the tenant and landlord do not agree with the deposit return amounts, Lines & James, as stakeholders, will attempt to negotiate with both parties and if unable to obtain agreement prepare all paperwork for submission to the security deposit protection scheme for legally binding adjudication.

INVENTORY

Creation of an Inventory: See attached Inventory Charges. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Check Out Fees: See attached Inventory Charges.

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

TENANCY RENEWAL

Tenancy renewal and rent reviews are not included with our Tenant Find service, should either be required this is subject to a minimum fee of £120.00 (inc. VAT)

Deposit Transfer Fees: £30.00 (inc. VAT) per deposit.

Should the landlord request any changes to a protected deposit during a tenancy, this covers the cost associated with legal compliance for said request.

END OF TENANCY FEES

If the deposit is held by Lines & James and an inventory check out is required, see Scale of Charges.

ISSUE LEGAL NOTICES

Fees for the Service of Legal Notices (Section 8 or Section 21) £30.00 (inc. VAT)

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

MISCELLANEOUS FEES

COMPLIANCE FEES

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

* Energy Performance Certificate (EPC) - £102.00 (inc. VAT)

* Gas Safety Certificate (GSR) - £96.00 (inc. VAT) annually (to include service of the boiler and gas safety check of two appliances) If more or less appliances are needed other options are available on request.

* Legionella Risk Assessment - £90.00 (inc. VAT)

* Electrical Installation Condition Report (EICR) 1 Bed - £156.00 (inc. VAT) 2 Bed - £180.00 (inc. VAT) 3 Bed - £204.00 (inc. VAT) 4 Bed - £288.00 (inc. VAT) Larger Properties POA

PRE-TENANCY WITHDRAWAL

To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started- £60.00 (inc. VAT) per tenancy

WITHDRAWAL FEE

Landlord withdrawal fees (during tenancy) - £480.00 (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.

PROPERTY VISITS

Property Visits - £30.00 (inc. VAT) per visit.

Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the cost of attending the property.

Vacant Property - £30.00 (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.



COURT ATTENDANCE FEE

Fees: £60.00 (inc. VAT) per hour

MAINTENANCE ISSUE FOR RENT COLLECTION AND TENANT FIND SERVICE

The landlord is responsible for the resolution of all maintenance issues. If for any reason the landlord is unable to carry these out, Lines & James will act for the landlord. Fees for this service will be charged at £30.00 (inc. VAT) for initial set-up/ contractor instruction.

Additional involvement is chargeable at £30.00 (inc. VAT) per hour.

FINANCIAL CHARGES

Interest on Unpaid Commission - 3% above the Bank of England Base Rate from due date until paid.

Same Day Payment Fees - £30.00 (inc. VAT) per payment.

Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same day payment service.

NO CHARGE

Contractor Commission - 0% of contractors invoice (inc. VAT).

To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlord Receipts to HMRC - No Charge.

To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees - No Charge.

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 - No Charge.

Please ask a member of staff if you have any questions about our fees.

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

INVENTORY CHARGES

INVENTORY CREATION FEES

UNFURNISHED PROPERTIES

Unfurnished Property - 1 Bedroom - £114.00 (inc. VAT)
Unfurnished Property - 2 Bedrooms - £132.00 (inc. VAT)
Unfurnished Property - 3 Bedrooms - £156.00 (inc. VAT)
Unfurnished Property - 4 bedrooms - £180.00 (inc. VAT)
Unfurnished Property - 5 Bedrooms - £222.00 (inc. VAT)

FURNISHED PROPERTIES

Furnished Property - 1 Bedroom - £156.00 (inc. VAT)
Furnished Property - 2 Bedrooms - £168.00 (inc. VAT)
Furnished Property - 3 Bedrooms - £186.00 (inc. VAT)
Furnished Property - 4 Bedrooms - £204.00 (inc. VAT)
Furnished Property - 5 Bedrooms - £240.00 (inc. VAT)

INVENTORY CHECK OUT FEES

UNFURNISHED PROPERTIES

Unfurnished Property - 1 Bedroom - £84.00 (inc. VAT)
Unfurnished Property - 2 Bedrooms - £96.00 (inc. VAT)
Unfurnished Property - 3 Bedrooms - £120.00 (inc. VAT)
Unfurnished Property - 4 Bedrooms - £144.00 (inc. VAT)
Unfurnished Property - 5 Bedrooms - £168.00 (inc. VAT)

FURNISHED PROPERTIES

Furnished Property - 1 Bedroom - £114.00 (inc. VAT)
Furnished Property - 2 Bedrooms - £126.00 (inc. VAT)
Furnished Property - 3 Bedrooms - £144.00 (inc. VAT)
Furnished Property - 4 Bedrooms - £162.00 (inc. VAT)
Furnished Property - 5 Bedrooms - £180.00 (inc. VAT)

Please ask a member of staff if you have any questions about our fees.

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