



LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find: 80% of rent (inc. VAT)	Rent collection: 80% of rent (inc. VAT) + £25 pcm	Fully managed: 15% of rent (inc. VAT)
Providing advise regarding realistic rental income	✓	✓	✓
Advertising and generally marketing the property, to include photos and measurements	✓	✓	✓
Accompanied viewings with weekly feedback to landlord	✓	✓	✓
Providing a tenancy agreement for the property and inclusion of special conditions where applicable	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carrying out the initial Right To Rent checks in accordance with Immigration Act 2014	✓	✓	✓
Taking the first rental payment and deposit if applicable	✓	✓	✓
Taking a deposit from the tenant, dealing with dispute under requirements of the Tenancy Deposit Scheme until end of tenancy.		✓	✓
Collect and remit monthly rent to landlord normally within 7 days of collection. Less any fees or expenses due or incurred		✓	✓
Arranging with utility companies & council tax principally electricity, gas & water for meter readings and advising of change of tenant	✓	✓	✓
Regular property inspections one after first three months then six monthly unless specified. Additional visits charged as extra			✓
Co-ordination of repair or maintenance including for tradesmen to attend the property and obtain estimates where necessary			✓
Agree collection of any shortfall and payment method			✓
Making payments on behalf of the landlord from rent received for costs in managing the property			✓
Carry out full check out report at the end of the tenancy, and if necessary, prepare and agree schedule of costs relating to dilapidation			✓
Collecting and forwarding landlords mail during tenancy			✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Accompanied check in welcoming the tenant to the property, hand over keys, confirm inventory, highlight location of meters etc	✓	✓	✓
Visual check for Health & Safety			✓
Hold keys throughout the tenancy term			✓
Annual Rent Review in accordance with current prevailing market conditions and advise landlord of proposed increase			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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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) £96 (Inc. VAT)
- Gas Safety Certificate (GSR) £96 (Inc. VAT) Service extra
- Electrical Installation Condition Report (EICR) £POA (Inc. VAT)
- Portable Appliance Testing (PAT) £POA (Inc. VAT)
- Legionella Risk Assessment £96 (Inc. VAT)
- Installing Smoke alarms and Carbon Monoxide £62 (Inc. VAT) per item
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy ZERO (Inc. VAT) per tenancy
- Handling local authority licensing application £POA (Inc. VAT)

START OF TENANCY FEES

Set-up Fees: £300 (Inc. VAT) UNFURNISHED £350 FURNISHED. 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) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £ 50 (Inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £ 50 (Inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £ 50 (Inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £ 60 (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: INCLUDED IN SET UP COST.

Accompanied Check-in Fees: INCLUDED IN SET UP COST (Inc. VAT) FULLY MANAGED ONLY

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.

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

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Landlord Withdrawal Fees (before move-in): £300/£350 (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.

DURING TENANCY FEES

Additional Property Visits: £ 35 (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: £ 35 (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.

Renewal Fees: £ 45 (Inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £ 45 (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/£350 (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. This does not apply to a Tenant-Find service.

Arrangement Fees for works over £ 250: POA (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. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: £ SEE LIST BELOW (Inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £ 45 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £ 50 (Inc. VAT) per Notice. LET ONLY

Court Attendance Fees: £POA (Inc. VAT) per hour.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 3 % above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: POA % 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 Landlords receipts to HMRC £POA (Inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £ 15 (Inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £___: ___% 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: £ 10 (Inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £ 35 (Inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £ 350 (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: £ 60 (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.

Check Out Report at end of tenancy.

PROPERTY SIZE UNFURNISHED FURNISHED

1 BEDROOM	£65	£85
2 BEDROOM	£75	£100
3 BEDROOM	£90	£105
4 BEDROOM	£105	£125
5 BEDROOM	£125	£155
6 + BEDROOMS	POA	POA

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