

FEES TO LANDLORD

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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): £15.00 (inc VAT)
- Gas Safety Certificate (GSR): £20.00 (inc VAT) per tenancy
- Electrical Installation Condition Report (EICR): £20.00 (inc VAT) per tenancy
- Portable Appliance Testing (PAT): £15.00 (inc VAT)
- Legionella Risk Assessment: £20.00 (inc VAT)
- Installing Smoke Alarms and Carbon Monoxide Detectors: £15.00 (inc VAT)

Additional Tenant Referencing Fees: £50.00 (inc VAT) per tenant.

Guarantor Fees: £90.00 (inc VAT) per guarantor.
 Covering credit referencing and preparing a Deed of Guarantee.

Inventory Fees

For unfurnished properties the charge will be as follows and are INCLUSIVE of VAT:

- 1 bedroom property - £112.00
- 2 bedroom property - £132.00
- 3 bedroom property - £150.00
- 4 bedroom property - £165.00
- 5 bedroom property - £180.00
- 6+ bedroom property - £195.00

For furnished properties the charge will be as follows:

- 1 bedroom property - £150.00
- 2 bedroom property - £165.00
- 3 bedroom property - £180.00
- 4 bedroom property - £195.00
- 5 bedroom property - £210.00
- 6+ bedroom property - £225.00

Landlord Withdrawal Fees (before move-in): £330.00 including 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.

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DURING TENANCY FEES

Additional Property Visits: £60.00 including VAT

For specific requests such as neighbour disputes, more visits are required to monitor the tenancy: or any maintenance linked visit.

Rent Review Fees: £120.00 including 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 tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fee: £150.00 including VAT

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Landlord Withdrawal Fees (during tenancy): £300 including 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 Finder service.

Arrangement Fee for Works Over £250.00: 12% of net cost including VAT.

Arranging access and assessing costs with contractor, ensuring work has been carried out in accordance with the specification of works, retaining any warranty of guarantee as a result of any works.

END OF TENANCY FEES

Check Out Fee: £90.00 including VAT per tenancy

Arrangement of the inventory clerk to attend 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: £100 including 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 Notice: £110 including VAT
- Section 13 Notice: £90 including VAT
- Court Attendance: £120.00 including VAT (per hour)

FINANCIAL CHARGES

Contractor Commission: 12% of contractors invoice including VAT.

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

Submission of Non-resident Landlords Receipt to HMRC: £30.00 including VAT quarterly.

To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the Landlord or HMRC

Additional HMRC Reporting Fees: £30 including 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: £15.00 including VAT annually.

OTHER FEES AND CHARGES

Arrangement Fee for Works Over £250.00 – 12% of net cost including VAT.

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty of guarantee as a result of any works

Obtaining more than three contractor quotes: £15.00 including VAT per quote. Fully managed service only.

Vacant Property Management Fees: £60.00 including VAT per visit.

To cover the costs associated with visiting the property to undertake visual checks (internal and external) at a frequency mutually agreed with the landlord.