

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

	Tenant Find only: £660 (INC VAT) Speak to us about special offers!	Tenant Find & Rent collection: £450 + 10% of rent (INC VAT) Speak to us about special offers!	Fully managed: £450 + 14 % of rent (INC VAT) Speak to us about special offers!
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)	✓	✓	✓
Find tenants	✓	✓	✓
Submit applications to landlord and provide advice on the application	✓	✓	✓
Perform Credit Checks and obtain full professional referencing	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)			✓
Carry out right to rent checks in accordance with Immigration Act 2014		✓	✓
Collect and remit initial months' rent and provide opening statement net of costs	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes and submit meter readings at the start of each tenancy	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent and supply monthly statement		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Ongoing tenant liaison			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Security Deposit dilapidation negotiations			✓

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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) £132 (INC VAT) per tenancy
- Gas Safety Certificate (GSR) £ 134 (INC VAT) per tenancy
- Electrical Installation Condition Report (EICR) £220 (inc.VAT) per tenancy
- Portable Appliance Testing (PAT) £70 (inc. VAT) per tenancy
- Legionella Risk Assessment £150 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £45 (inc. VAT) per alarm
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £0 (inc. VAT) per tenancy
- Handling local authority licensing application (£0 inc. VAT) per tenancy
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £0 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £540 (INC VAT) per tenancy for a managed service (otherwise £660 INC VAT). 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: £30 (inc. VAT) per tenant (payable by landlord). As Set-up Fees above for additional tenants.

Inventory Fees: £192 INC VAT. Per inspection. Carrying out a full property inspection and inventory check at the start and end of the tenancy and, if necessary preparing and agreeing a schedule of costs, relating to any damage or unfair wear and tear, prior to releasing the deposit.

Landlord Withdrawal Fees (before move-in): £420 (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.

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

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £30 (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.

Waiting at properties for contractors or 3rd parties £50 inc VAT per hour.

Rent Review Fees: £0 (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: £95 (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: £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): £660 (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.

Administration Fees for works over £50 : 15% 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. Fully Managed service only.

END OF TENANCY FEES

Check-out Fees: £75 (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: £150 (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. This does not apply to fully managed properties.

Fees for the service of Legal Notices (Section 8 or Section 21): £200 (inc. VAT) per Notice.

Court Attendance Fees: £150 (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.

Submission of Non-Resident Landlords receipts to HMRC £50 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £100 (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 for Tax purposes: £50 (inc. VAT) annually.

Same-Day Payment Fees: £0 (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.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £ 50: 15 % 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: £25 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Visits: £50 (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.

Deposit Transfer Fees: £50 (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.

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