

# Landlord fees schedule

## LEVELS OF SERVICE OFFERED

	Let & Rent Collection: 10%+VAT of rent (12% inc. VAT)	Full Management: 15%+VAT of rent (18% Inc VAT)	Let & Rent Collection/Full Management with Rent Protection: +2.5%+VAT of rent (3%inc. VAT)
Initial inspection and advice	✓	✓	
Provide guidance on compliance with statutory provisions and the HHSRS	✓	✓	
Advise on refurbishment requirements where appropriate	✓	✓	
Create marketing material, photographs, floorplan, measurements with square footage, film and edit Video Tour	✓	✓	
Market the property and advertise on relevant portals and channels	✓	✓	
Carry out accompanied viewings (as appropriate), vet and source suitable tenants	✓	✓	
Deduct any pre-tenancy invoices	✓	✓	
Execute legally binding tenancy	✓	✓	
Collect and remit the monthly rent	✓	✓	
Issue formal rent demands and chase late rent payments	✓	✓	
Protect the Security Deposit with an approved scheme	✓	✓	
Advise on appropriate rent increase levels throughout the tenancy (see below for cost of Section 13 Notice and FTT)	✓	✓	
Provide annual statement of expense for accounting purposes upon request		✓	
Exclusively communicate with the tenant on behalf of the landlord		✓	
Support the landlord in matters related to the tenancy and provide ongoing advice on legislative requirements		✓	
Schedule and arrange for safety certifications, where required (cost of certifications are separate, see below)		✓	
Undertake one routine visit per annum and notify the outcome to the landlord		✓	
Arrange routine repairs and instruct approved contractors		✓	
Security Deposit dilapidation negotiations and submit evidence to adjudicators to support the landlord		✓	
Make HMRC deductions, where appropriate		✓	
Rent Protection is available built-in to both service levels where selected and agreed, subject to terms			✓

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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) £90.00 Inc. VAT
- Gas Safety Certificate £90.00 Inc VAT
- Combined Gas Safety Certificate and Service £180.00 Inc VAT
- Electrical Installation Condition Report (EICR)
- One bedroom - £170.00+VAT (£204 Inc VAT)
- Two bedrooms - £180.00+VAT (£216 Inc VAT)
- Three bedrooms - £190.00+VAT (£228 Inc VAT)
- Four bedrooms - £200.00+VAT (£240 Inc VAT)
- Five bedrooms - £210.00+VAT (£252 Inc VAT)
- Six + bedrooms - £POA

Additional consumer units for off-peak or on-peak heating are charged at 50% of the above price per property. Any other consumer unit at the property i.e. garage, outbuildings are charged at £90 inc VAT per additional consumer unit.

- Portable Appliance Testing (PAT) £90.00 Inc VAT
- Smoke and CO Risk Assessment £90.00 Inc VAT
- Installing Smoke and Carbon Monoxide Alarms £42 Inc VAT per unit

### START OF TENANCY FEES

Contract negotiation (amending and agreeing terms) and arranging the drafting and execution of the tenancy agreement £180 Inc VAT.

Referencing for each tenant (ID checks, Right-to-Rent check, financial checks, PEP and Sanctions, obtaining references from current or previous employers, landlords and any other relevant information to assess affordability) £90.00 Inc VAT per tenant.

Guarantor Fees: £90.00 Inc. VAT per guarantor.  
Covering professional referencing and preparing a Deed of Guarantee.

Deposit Registration Fees: FREE OF CHARGE 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 registration.

Inventory Fees: Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Studio: £100.00+VAT (£120 Inc VAT)  
1 Bed: £120.00+VAT (£144 Inc VAT)  
2 Bed: £140.00+VAT (£168 Inc VAT)  
3 Bed: £160.00+VAT (£192 Inc VAT)  
4 Bed: £180.00+VAT (£216 Inc VAT)  
5 Bed: £POA

Accompanied Check-in: 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 complete visual check on first day of the tenancy. This is subject to an approved Inventory as above:

Studio: £75.00+VAT (£90 inc VAT)  
1 Bed: £85.00+VAT (£102 inc VAT)  
2 Bed: £90.00+VAT (£108 inc VAT)  
3 Bed: £95.00+VAT (£114 inc VAT)  
4 Bed: £100+VAT (£120 inc VAT)  
5 Bed: POA

## CLIENT MONEY PROTECTION:



[www.propertymark.co.uk](http://www.propertymark.co.uk)



## INDEPENDENT REDRESS:



[www.tpos.co.uk](http://www.tpos.co.uk)



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### DURING TENANCY FEES

**Landlord Withdrawal Fees (before move-in): £480 Inc VAT**  
To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy, or their actions force the tenant to withdraw, before the tenancy has started. This is in addition to the other costs listed in this schedule.

**Property Visits: £90.00 Inc VAT per visit.**  
In addition to those within their existing Terms of Business, this covers the costs of attending the property and producing a report for the landlord. Only available on Full Management Service.

**Rent Review & Issue Section 13 Notice: £90.00 Inc VAT.**  
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 (if required) and serve a Section 13 Notice.

**Supply evidence bundle to the FTT where required £90 Inc VAT.** should the tenant dispute the increase and the landlord be forced to justify the proposed increase to the FTT.

**Right-to-Rent Follow-Up Check: £60.00 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. Only available on Full Management Service.

**Landlord Withdrawal Fees (during tenancy):** In the event our agreement ends and a tenant or occupier introduced by Knights continues to live in the property, Knights will be entitled to charge a fee for the tenant-find service provided at a rate of 8%+VAT (9.6% including VAT) until the tenant or occupier vacates the property.

**Court attendance fee: £75+VAT per hour.** Should Knights need to attend court to provide evidence.

**Recorded delivery of Keys: £48.00 Inc VAT.** DURING TENANCY FEES

### END OF TENANCY FEES

**Check-out Fees: £180 Inc VAT per tenancy.**  
Attending the property to undertake an updated Schedule of Condition based on the original inventory.

**Tenancy Dispute Fee: £120 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 Full Management

**Fees for the service of Legal Notices (Section 8):** From £125 +VAT, depending on grounds and evidence.



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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: Up to 12% of the contractor's invoice (inclusive of VAT), applied where applicable to cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Additional HMRC Reporting Fees: £60.00 Inc VAT per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC. Free of Charge on the Full Management Service.

Fees for providing an Annual Income and Expenditure Schedule: £60.00 Inc. VAT per request. Free of Charge on the Full Management Service.

### OTHER FEES AND CHARGES

Management Take-over Fees: £360 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.

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