

Landlord Fees & Additional Charges

Finding & setting up a tenancy equivalent to one month's rent + VAT so fees will range from:

Minimum fee is £500 + VAT which is £600 including VAT
Maximum fee is £5000 + VAT which is £6000 including VAT

On-going Monthly Management equivalent to 12% of the monthly rent + VAT so fees will range from:

Minimum fee is £60 + VAT which is £72 including VAT
Maximum fee is £600 + VAT which is £720 including VAT

Rent Management equivalent to 7% of the monthly rent + VAT so fees will range from:

Minimum fee is £35 + VAT which is £42 including VAT
Maximum fee is £350 + VAT which is £420 including VAT

Basic Administration to set up a new finding only tenancy (1)	(£300 + VAT) £360 including VAT
Take over existing managed property with no rent arrears (2)	(£400 + VAT) £480 including VAT
Take over existing managed property with rent arrears (3)	(£750 + VAT) £900 including VAT
Tenancy renewal fee	(£150 + VAT) £180 including VAT
Check out Fee	(£120 + VAT) £144 including VAT
Professional Inventory (4) £100-£ 250 + VAT	Ranges from £120 including VAT to £300 including VAT
Inspection Visit (if property is not managed - included in managed service)	(£100 + VAT) £120 including VAT
Using your own tenancy agreement (5)	(£175 + VAT) £210 including VAT
EPC	(£100 + VAT) £120 including VAT
Gas Safety Inspection	(£100 + VAT) £120 including VAT
Gas Safety Inspection & Service	(£160 + VAT) £192 including VAT
To Serve Notices (if the property is not managed) (6)	(£200 + VAT) £240 including VAT
Attendance in Court/Tribunal on the Landlord's behalf, if property not managed Per day,	(£200 + VAT) £240 including VAT
Instructing contractors if we do not manage the property (7)	(£75 + VAT) £90 including VAT
EICR Report (dependant on size of property & number of circuit boards) Ranges from	(£125 - £225 + VAT) which is £150 to £270 including VAT
To arrange install smoke alarms & CO2 monitors	(£50 + VAT) £60 including VAT

(1) If the Landlord finds their own tenant and only requires TMS Estate Agents to carry out referencing, raise and serve legal documents and register the deposit. Any management fee will be agreed

- (2) If the Landlord has a managed tenancy in place with another agent or self manages and wishes for TMS Estate Agents to take over the full management of the tenancy. Management fees will apply at standard rate.
- (3) Problematic tenancies with ongoing arrears or maintenance issues will be subject to additional costs. Management fees will be incurred regardless of rent received.
- (4) Depending on the size of the property and whether it is furnished or unfurnished,
- (5) This is to ensure that your Tenancy Agreement is adequate for the purpose.
- (6) The landlord must provide TMS Estate Agents with all relevant documentation to support the service of notices.
- (7) This is in addition to the cost of the works.

Tenant Fees & Additional Charges

To begin the tenancy, we require one month's rent in advance and a maximum of five weeks equivalent rent as a deposit. To withdraw the property from the market, while references are being taken, we require a holding deposit equivalent to one week's rent. This holding deposit is held as security. It is not refundable if you withdraw from the tenancy prior to the commencement date or provide false or inaccurate information on your application form. However, should the Landlord withdraw, the holding deposit will be refunded. The holding deposit is credited against the total money due at the beginning of the tenancy.

We may charge a tenant any or all the following when required:

1. the rent.
2. a security deposit equivalent to a maximum of 5 weeks rent, or 6 weeks on a property with rent over £50,000 per year.
3. a holding deposit equivalent to one week's rent.
4. reasonable charges for lost keys or security fobs up to a maximum of £100.
5. payments associated with contract variation, up to a maximum of £50, when requested by the tenant.
6. payments associated with early termination of the tenancy, when requested by the tenant.
7. payments in respect of bills - utilities, communication services, TV licence, council tax and green deal or other energy efficiency charges.

PSSE Portfolio Management Limited trading as TMS Estate Agents is:

A member of the Property Redress Scheme

A member of UKALA Client Money Protection Scheme Membership No. 188965

An introducer to The Mortgage Shop (Kent) Limited. The Mortgage Shop (Kent) Limited is an Appointed Representative of PRIMIS Mortgage Network. PRIMIS Mortgage Network is a trading name of Personal Touch Financial Services Limited which is authorised and regulated by the Financial Conduct Authority.

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