

LANDLORD COSTS

Thank you for your interest in Edwards Estate Agents. If you are considering purchasing a Buy to Let property, or may consider letting an existing property through us, we are pleased to offer the following rates in respect of the Letting and Management of your property.

1. **Set Up Fee** £420 including VAT to be paid upon instruction and signing of the Terms of Business
2. **Tenant Find Only Service** 70% of first months rent plus VAT. For example if the rent is £1,000 per calendar month the cost would be £840 including VAT (£700 plus VAT)
3. **Rent Collection Service** 10.8% including VAT (9% plus VAT)
4. **Property Management Service** 12% including VAT (10% plus VAT)

There is a minimum fee of £60 including VAT for all the above Services or the percentage of the fee for each Service being the equivalent of six months' commission whichever is the greater even if not negotiated by Edwards.

5. **Withdrawal from an Agreed Offer**
£240 including VAT
6. **Sales Commission if Tenant purchases the Property**
1% of the purchase price, plus VAT
7. **Certificates and Reports**
 - Energy Performance Certificate (EPC) £120 including VAT
 - Electrical Installation Condition Report (EICR) approximately £230 including VAT depending on the size of the property
 - Gas Certificate £80 including VAT for a managed property £120 including VAT for Tenant Find. This is for a boiler only, it will be extra for gas hob or gas fire etc
 - Safety Pack to include Legionella Assessment, PAT and HHSRS £240 including VAT
8. **Consultancy for the following:**
 - additional visits to a Property if we are managing £48 including VAT; tenant find only £90 including VAT
 - having extra sets of keys cut; £25 including VAT
 - arranging cleaning prior to the start of a Tenancy; quote on request
 - arranging safety checks; quote on request
 - installation of smoke alarms or carbon monoxide detectors; £30 including VAT
9. **Preparation of a Check Out Report by an inventory clerk**

Charges	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
	£108 including VAT	£120 including VAT	£132 including VAT	£144 including VAT	£156 including VAT

- 10. Preparation of Edwards standard Tenancy Agreement:**
£240 including VAT
- 11. Preparation of an Extension Agreement for the Tenancy / Rent Increase Notice**
£120 including VAT Managed & Rent Collection £240 including VAT Tenant Find Only
- 12. Visits during a void period for each visit (one every 2 weeks):** using our caretaking service will be £60 including VAT during office hours
- 13. Tax retention for a non-resident landlord per quarter:** £90 including VAT.
- 14. Registration for the Tenancy Deposit Scheme:** £60 including VAT
- 15. Checking and making any alterations requested by your solicitor to our standard Tenancy Agreement:** £72 including VAT per hour
- 16. Service of Notices to terminate a tenancy when we are not providing a managed service:**
£120 including VAT
- 17. Preparation of documentation for Court proceedings or DPS adjudication:** £180 including VAT
- 18. Attendance by Edwards at Court or a tribunal on behalf of the Landlord:** £60 including VAT per hour plus the reasonable costs and expenses of Edwards.
- 19. Duplicate statements provided to the Landlord or his accountant:** £30 including VAT for the statements covering all or part of the tax year.
- 20. Cost of specialist advertising or brochures:** details upon request subject to additional charges.

Edwards are members of The Property Ombudsman (TPOS), which offers independent redress to its clients. As members we adhere to its strict guidelines on operating procedures. Further details of the scheme are available at www.tpos.co.uk. Edwards are also members of MoneyShield, a Client Money Protection Scheme, ensuring your rent and deposit are protected from misappropriation, by an Insurance backed scheme.

Initials: _____