

## Fees to Landlords

### Additional non-optional fees and charges (irrespective of level of service)

| Item                                                                                                                                                  | Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Check In Fee                                                                                                                                          | £84.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Check Out Fee                                                                                                                                         | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Preparation of Tenancy Agreement                                                                                                                      | £360.00<br>More than 4 occupants - additional charges of £90.00 PP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Renewal of Tenancy Agreement                                                                                                                          | £180.00 - Exc addition of any new applicants on the tenancy<br>Additional new tenants charged at £90.00 pp                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Landlord Licensing Fees INC:<br>HMO Licensing/Selective Licensing/<br>Additional Licensing                                                            | Fees vary depending on the local borough. Our fees for submitting the application are £600.00                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Guarantor referencing                                                                                                                                 | Guarantor Referencing £60.00 pp.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Inventory Fee                                                                                                                                         | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Professional Cleaning                                                                                                                                 | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Floor Plans                                                                                                                                           | £90.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Professional Photography                                                                                                                              | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Gas Safe Certificate (GSC)                                                                                                                            | £90.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Electrical Installation Condition Reports (EICR)                                                                                                      | 1 Year £150.00, 2 year £200.00, 3 Year+ £250.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Energy Performance Certificate (EPC)                                                                                                                  | £100.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Portable Appliance Testing (PAT)                                                                                                                      | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| HMRC Return                                                                                                                                           | £145.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Income and Expenditure Report                                                                                                                         | £145.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Legal Costs (if necessary)                                                                                                                            | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Section 21 - Case Review                                                                                                                              | £300.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 21 - Drafting & Serving Notices                                                                                                               | £180.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 21 - Submitting a Claim to the Court for Possession                                                                                           | £834.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 21 - County Court Enforcement Liaison                                                                                                         | £180.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 21 - Eviction Day Attendance                                                                                                                  | £600.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 21 - Court Appearance                                                                                                                         | £600.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Rent Guarantee and Legal Expense Cover                                                                                                                | £60.00 set up fee AND £48 per month thereafter for the duration of the tenancy (terms and conditions apply)                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Deposit Registration Fee                                                                                                                              | £60.00<br><br>(Register landlord and tenant details and protect the security deposit with a government authorised scheme)<br>Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy and arrange for the deposit management at the end of the tenancy including negotiation between both parties in order to find a mutual resolution.<br>There will be a £420 additional charge for any dispute management to include provision of evidence to relevant scheme and handling of outcome. |
| Inspection visits<br>To attend in order to document the condition of the property                                                                     | £60.00 - Charge is per visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Attendance charges<br>Other than for the scheduled visits. To include but not limited to attending for deliveries, surveys and or meeting contractors | £60.00 - For half a day (up to 4 hours)<br>£120.00 - For a full day (up to 8 hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Managing Maintenance/ Works/ Repairs                                                                                                                  | Subject to Quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

All prices unless otherwise stated are inclusive of VAT.

City Realtor operates a client money protection scheme provided by Propertymark and an independent redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)



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