

Landlord fees and charges

Schedule 1 to the Property Management Agreement

Full management 10% of rent due monthly Payable during active tenancies, including arrears. Deducted from rent received where available. Void periods: £0 management fee. • Rent collection and monthly statements • Routine arrears chasing • Tenant and landlord communication • Routine maintenance coordination • Compliance scheduling and coordination • Two inspections per year with photo reports • Rent reviews • Routine end of tenancy and deposit administration	New letting £950 per new letting Payable when the tenancy agreement is signed, deducted from the first month's rent received. • Property marketing • Accompanied viewings • Applicant referencing and checks • Tenancy agreement preparation • Deposit protection arrangements • Move in coordination • Initial council tax and utility notifications
Property costs At supplier's invoiced cost Paid by the landlord. Routine arrangement is included in management. • Gas safety checks, EICRs and EPCs • Repairs, maintenance and replacements • Inventory, check in and check out reports • Cleaning, gardening and waste removal • Replacement keys, fobs and locks • Property licence fees and insurance premiums	Additional services Refurbishment coordination 10% • Coordinating an agreed project, contractor liaison and progress updates. Calculated on contractor costs excluding contractor VAT. Additional property visit £75 • Landlord requested attendance beyond included inspections and routine duties. Licence application £150 • Preparing and submitting an application. Insurance claim administration £150 • Coordinating documents, contractor information and insurer correspondence.

Additional services are agreed in writing before work begins. Supplier costs are paid separately.