



**LANDLORD FEES 2019**

Fees vary depending on which of our 2 levels of service you choose (Fully managed or Tenant Find)  
 All fees below are inclusive of VAT unless stated.

**FULLY MANAGED SERVICE**

Set Up Fee for rent up to £800 per calendar month	£350 + VAT
Set Up Fee for rent from £801 to £1500 per calendar month	£450 + VAT
Set Up Fee for rent over £1500 per calendar month	£650 + VAT
<p>The setup fee includes agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. This involves marketing and advertising the property; erecting a board in accordance with Town and Country Planning Act 1990, and carrying out accompanied viewings as appropriate. It includes providing notification of non-resident tax status and making an HMRC deduction. This fee includes advising on refurbishment and providing guidance on compliance with statutory provisions and letting consents.</p>	

Monthly Fee (percentage of the monthly rent)	11% + VAT
<p>This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. It includes quarterly routine visits and the landlord is advised of the outcome and an annual rent review to assess whether the rent being charged is aligned to prevailing market conditions. This fee covers advising all utility providers of any tenancy changes and arranging routine repairs. If a landlord requires vacant possession the fee covers issuing the necessary paperwork to the tenant (Section 21 Notice Requiring Vacant Possession) in the required timescale.</p>	

Deposit Registrations Fee	Included in Set Up Fee
<p>By law, all tenants' deposits must be registered with a government authorised Scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenants with the Deposit Protection Certificate and prescribed information within 30 days of the start of the tenancy. The scheme used at On the Move is the Deposit Protection Service.</p>	

Video Inventory Fee	price dependent on size of property
<p>It is important to have a thorough inventory enabling both parties (landlord and tenant) to be treated fairly. The inventory documentation includes a number of vital functions – including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract that is set out in the tenancy agreement between the tenant and the landlord. On the Move employ independent specialists to prepare inventories and the cost of the inventory is dependent upon the size of the property, furnished or unfurnished and time spent filming and producing the inventory.</p>	

Renewal Fee	£40 + vat
<p>If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement.          The tenant also pays a share of this fee.</p>	



<b>Re Let Fee</b>	<b>£250 + vat</b>
When a tenant gives notice at the property, this covers re advertising, conducting accompanied viewings, liaising with the current tenant for access for viewings and contractors, professionally referencing the new tenants, arranging the move in and drawing up the new tenancy agreement.	

<b>Check Out Fee</b>	<b>£50</b>
When it is time for a tenant to leave the property, this fee covers agreeing with the tenant(s) a check out date and arranging an appointment; instructing the inventory provider to attend; negotiating with the landlord and tenant(s) any deductions from the security deposit. Then to return the deposit as agreed with the landlord and tenant or the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit and to instruct contractors, obtain quotes, organise repairs/replacement of any broken missing items. The tenant also pays a share of this fee.	

<b>Additional Property Visits</b>	<b>£30 (inclusive of VAT)</b>
If a visit (over and above the quarterly visits included in the monthly fee) is required - for example at the specific request of the landlord, or to resolve a neighbour dispute – a fee is charged.	

<b>Gas Safety Certificate</b>	<b>£72 (inclusive of VAT)</b>
The Gas Safety (Installation and Use) Regulations 1998 state that all let and managed properties must be tested annually for safety. On the Move appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. This charge includes the cost of the certificate.	

<b>Court Applications and Attendance</b>	<b>£60- £120 per hour</b>
In the unfortunate event where On the Move might need to represent you in court or submit court papers/legal documentation on your behalf – for example if a tenant requires eviction, these fees apply. Please note this does not include the court fee set by the relevant court.	

<b>Withdrawal Fee</b>	<b>£90</b>
When a Landlord dis-instructs On the Move before a tenant’s application has been processed	
<b>Withdrawal Fee</b>	<b>£240</b>
When a Landlord dis-instructs On the Move after a tenant’s application has been processed	
<b>Withdrawal Fee</b>	<b>1 calendar months rent + VAT</b>
When a landlord withdraws from a fully managed service and wishes to retain the tenant	

<b>Arrangement Fee for Works</b>
No charge to the landlord. On the Move reserves the right to make a commission charge to any contractor instructed on behalf of the landlord of up to £12% (10% + vat) of the net cost of the work.



## TENANT FIND SERVICE

Tenant Find Only Service Fee	Equal to one calendar month's rent + VAT (minimum of £500 + vat)
------------------------------	---

### Our Tenant Find Only Service includes the following:

- Marketing the property
- The introduction of a tenant
- Inspecting the property and advising owner / landlord of rental value
- Arrange and supervise appointments for tenants to view the property
- Take up proper and relevant references, i.e. employers reference; previous landlord's reference, credit check
- Prepare the tenancy agreement
- Give tenant instructions on how to pay rentals to the landlord
- Give tenant contact details of landlord / person managing the property.
- Carry out a video inventory prior to the tenants moving in
- Issue relevant paperwork – How to rent and carry out Right to rent checks

### Deposit Registration

We can register the tenant's deposit (in the same way we do for our managed service above) for Tenant Find Only landlords too.

The fee for this service would be £60 + VAT.