

Fully Managed Service
Schedule of Landlord Fees

Our Services	Fee	Total
SET UP FEE Includes agreeing the market rent and finding a tenant in accordance with the landlords' guidelines. This involves marketing and advertising the property, erecting a board in accordance with the Town and Country Planning Act 1990, then carrying out accompanied viewings as appropriate. It also includes providing notification of non-resident tax status and making an HMRC deduction. Also included is advising on refurbishment and providing guidance on compliance with statutory provisions and lettings consensus. This will include the cost of Tenant Referencing the applicant(s). The check will include credit status, current and previous employer, current or past landlord, and considering any other information to help assess the affordability criteria of the applicant(s). Depending on the outcome of the reference, an applicant(s) earnings or overall financial position may require a Guarantor. The cost of referencing a Guarantor is included in the fee. Should there be a specific situation whereby you have consented to a permitted occupier, appropriate documentation to reflect this is included within this fee. We shall carry out Right to rent checks on the applicant(s) and any other adult occupier of the property at the commencement of the tenancy. We shall carry out further checks on adult occupants with time – limited Right to Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier where there is a change in occupancy during the Tenancy.	1 calendar month's rent	1 calendar month's rent
MONTHLY FEE 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 6-monthly routine visits, and the landlord is advised of the outcome. This fee covers advising all utility providers of any tenancy changes, arranging routine repairs, and holding the keys during the tenancy.	12% + No VAT	12%
SPECIFIC SITE VISIT When a landlord requests a specific visit to assess a maintenance requirement	£50 + VAT	£50
INVENTORY FEE It is important to have a thorough and detailed inventory which serves several vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any terms included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. Open House employs independent specialists to prepare inventories and as such the cost of the inventory is dependent upon the provider available in the locality of the property at the time required. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has	£50 + No VAT	£50
RENEWAL FEE 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	£120 + No VAT	£120
CHECK OUT FEE 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 disbursement of the security deposit. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit, instruct contractors, obtain quotes, organise repairs/replacement of items	£120 + No VAT	£120
GAS SAFETY CERTIFICATE The Gas Safety (Installation and Use) Regulations 1998 state that all new, let, and managed properties must have a gas safety certificate to start the tenancy and must be tested annually for safety. Open House appoints a Gas Safe Engineer to do this, and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate	£50 + No VAT	£50

ADDITIONAL CONTRACTOR QUOTES If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	£50 + No VAT	£50
ARRANGEMENT FEE FOR WORKS A fee of 10%+VAT of the invoice is charged in respect of arranging the works and assessing costs with the contractor(s); for ensuring all works have been carried out in accordance with the specification of the works; processing payment and retaining any warranty or guarantee	10% + No VAT	10%
ADDITIONAL PROPERTY VISITS If a routine visit (over and above the two 6-monthly 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	£50 + NO VAT	£50
COURT ATTENDANCE In the unfortunate event where Open House might need to represent you in court – for example at the specific request of the landlord, or to resolve a neighbour dispute a fee is charged	£200 + NO VAT + expenses	Up to £200 + Expenses
WITHDRAWAL FEE before the tenancy has started – when a landlord terminates an agreement before the tenancy has started any actual costs incurred in the marketing and set up of the property are passed on to the landlord	Up to £200 + NO VAT	Up to £200
WITHDRAWAL FEE after the tenancy has started – when a landlord terminates an agreement, and the tenant remains in the property. The fee includes notifying the relevant utility providers and advising the tenant of their security deposit status.	1 calendar month's rent + NO VAT	1 calendar month's rent
DISPUTE FEE Post checkout if any proposed deductions in the security deposit are disputed by the tenant, this fee covers completing the relevant documentation to support the landlords' position.	£100 + NO VAT	£100
CONTRACTOR COMMISSION Open House reserves the right to make a commission charge to any contractor instructed on behalf of the landlord up to 14.4% (12% +VAT) of the net cost of the work. This is invoiced directly to the contractor.	12% + NO VAT	12%
TAKE OVER MANAGEMENT FEE This fee is to be charged for take over management service from your current letting agent and will cover an AST check, a property visit, smoke alarm check and a new AST.	£300 + NO VAT	£300
CHANGE OF SHARER Where there is a change of a sharer within the Property, and we assist with the administration relating to the change of sharer	£300 + NO VAT	£300
RENT REVIEW FEE	£50 + No VAT	£50
NON-ROUTINE MANAGED SERVICES Where we are required to provide non-routine management services e.g., fire, flood, subsidence	£40 /HR + NO VAT	£40 / HR
SMOKE/CARBON MONOXIDE ALARMS Arranging the installation of the smoke and carbon monoxide alarms. Cost of Installation not included	£50 + NO VAT	£50
SMOKE/CARBON MONOXIDE ALARMS Checking alarms are working on first day of tenancy.	£50 + NO VAT	£50
EPC To instruct a certified engineer to carry out an Energy Performance Certificate cost of test not included	£50 + NO VAT	£50
WATER AND BACTERIAL TESTING To book and carry out a water and bacteria test for your property cost of test not included.	£50 + VAT	£50
PAT TESTING Open House to Instruct a certified engineer to carry out Portable Appliance Testing. It does not include the cost of the certificate	£50 + NO VAT	£50
EICR Where we arrange the Electrical Installation Condition Report, this does not include the cost of the test or any remedial work which may arise.	£50 + NO VAT	£50

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