

Landlord Fees Schedule

Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

Full Management Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly. Compliance Fee	16.8% of the rent, inclusive of VAT (14%+VAT)* £14.40 inclusive of VAT (£12.00 + VAT) per month *Sole Agency
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Rent Collection Service Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	13.2% of the rent, inclusive of VAT (11% +VAT)* subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT) £7.20 inclusive of VAT (£6.00 + VAT) per month *Sole Agency
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Plus

Set Up Fee	Equivalent to 1 weeks' rent including VAT, subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT)
Pre-Tenancy Package (includes referencing, tenancy agreement and right to rent checks)	1-2 Tenants £375.00 inclusive of VAT (£312.50 + VAT) 3+ Tenants £414.00 inclusive of VAT (£345.00 + VAT)
Tenant Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Tenant
Guarantor Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Guarantor
Right to Rent Check (per occupier aged 18 or over)*	£36.00 inclusive of VAT (£30.00 + VAT)
Standard Tenancy Agreement*	£252.00 inclusive of VAT (£210.00 + VAT)
*These fees may be due if the Pre-Tenancy Package is not selected	
Administer Landlord's Own Tenancy Agreement	£252.00 inclusive of VAT (£210.00 + VAT)
PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i>	£24.00 inclusive of VAT (£20.00 + VAT)
Inventory and Schedule of Condition	Subject to quotation, dependent on property size.
Premier Service	4.2% of the monthly rent inclusive of VAT (3.5% + VAT) payable monthly
Rent Review	£252.00 inclusive of VAT (£210.00 + VAT)
Landlord Check Out Fee	Subject to quotation, dependent on property size.
HMO Pack Includes Fire Risk Assessment, fire blanket, noticeboard, PAT Test and smoke alarm sign	£780.00 inclusive of VAT (£650.00 + VAT)
HMO or Selective Licence Application - Full Management Service	£300.00 inclusive of VAT (£250.00 + VAT)
HMO or Selective Licence Application - Rent collection Service	£370.00 inclusive of VAT (£308.33 + VAT)
Fire Risk Assessment (Available if HMO Pack not selected)	Subject to Quotation
Withdrawal from Agreed Offer (Minimum fee applies)	£1,000.00 inclusive of VAT (£833.33 + VAT)

John Payne is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.

Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Tenant Introduction Only Services	12% of total rent payable inclusive of VAT (10% +VAT) tenancy set up fee, subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT) *Sole Agency
Pre-Tenancy Package (includes referencing, tenancy agreement and right to rent checks)	1-2 Tenants £375.00 inclusive of VAT (£312.50 + VAT) 3+ Tenants £414.00 inclusive of VAT (£345.00 + VAT)
Tenant Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Tenant
Guarantor Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Guarantor
Right to Rent Check (per occupier aged 18 or over)*	£36.00 inclusive of VAT (£30.00 + VAT)
Standard Tenancy Agreement*	£252.00 inclusive of VAT (£210.00 + VAT)
*These fees may be due if the Pre-Tenancy Package is not selected	
Protection of the Tenancy Deposit with The Dispute Service	£42.00 inclusive of VAT (£35.00 + VAT) payable on the commencement of the tenancy
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)
Provision of a Written Statement	£360.00 inclusive of VAT (£300.00 + VAT) per tenancy
Inventory	Subject to quotation, dependent on property size
Administer Landlord's Own Tenancy Agreement	£252.00 inclusive of VAT (£210.00 + VAT)
Rent Review	£252.00 inclusive of VAT (£210.00 + VAT)
Check Out Fee	Subject to quotation, dependent on property size
HMO Pack Includes Fire Risk Assessment, fire blanket, noticeboard, PAT Test and smoke alarm sign	£780.00 inclusive of VAT (£650.00 + VAT)
HMO or Selective Licence Application	£400.00 inclusive of VAT (£333.33 + VAT)
Fire Risk Assessment (Available if HMO Pack not selected)	Subject to Quotation
Withdrawal from Agreed Offer (Minimum fee applies)	£1,000.00 inclusive of VAT (£833.33 +VAT)

Standard/Additional Fees – applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£200.00

Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of either a gas safety record or electrical certificates	Gas Safety Certificate From £90.00 Gas Boiler Service - Subject to Quotation Electric - Subject to quotation
Portable Appliance Testing (PAT)	Up to 10 appliances: From £150.00 Up to 20 appliances: From £180.00
Smoke Alarm and Carbon Monoxide Alarms Testing or Installation (including on first day of tenancy)	From £60.00
EPC (Energy Performance Certificate)	From £114.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00

Pre-Tenancy Withdrawal	£1,000.00
Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Change Of Tenant/Sharer Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending a Tenancy Agreement at a Landlord's request to include endorsements	£60.00
Deposit Dispute Submission Fee	£120.00
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Key cutting	£24.00
Shopping fee	Invoice value plus £42.00
Tax	£59.40
Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	
Additional financial information required	£60.00 per hour
Administer Tax to HMRC for Overseas Landlord	£192.00 annually
Administer Tax to HMRC for UK Landlord	£15.00 annually
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Property Visits	
Additional visits made by the Agent to the property at the specific request of the Landlord	£150.00 per property visit
Additional Property Visits to comply with the conditions of a property licence	£150.00 per property visit
Property Visits to Unoccupied Property	From £80.00 per visit
Waiting at Property on behalf of the Landlord	£96.00 per hour
Licence application on behalf of the Landlord	£390.00 plus any reasonable expenses or disbursements
Legionella Risk Assessment	From £90.00
Assistance with Insurance Claim	12% of claim settlement amount
Withdrawal Fee	Equivalent to 2 months' rent plus VAT applicable to Initial Period. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

*included in Managed Service