



# LONDON-TOKYO PROPERTY SERVICES LTD.

RESIDENTIAL SALES. LETTINGS & MANAGEMENT ESTATE AGENTS EST 1987

## LANDLORD FEES SCHEDULE

### LEVEL OF SERVICE OFFERED:

<p><b>TENANT FIND AND RENT COLLECTION: 13.2% (Inc. VAT)</b></p> <p>Minimum Fee £1,440 (Inc. VAT)</p>	<p><b>FULLY MANAGED: 20.4% (Inc. VAT)</b></p> <p>Minimum Fee £1,800 (Inc. VAT)</p>	<p><b>SHORT LET 26.4% (Inc. VAT)</b></p> <p>Minimum Fee £1,440 (Inc. VAT)</p>
<p><b>This fee will be applicable for the whole lifetime of the Tenancy;</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>· Agree the rental value</li> <li>· Provide guidance on compliance with statutory provisions and letting consents</li> <li>· Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)</li> <li>· Market the property and advertise on relevant portals</li> <li>· Carry out accompanied viewings (as appropriate)</li> <li>· Tenant find service</li> <li>· Demand, collect and remit the monthly rent received</li> <li>· Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>· Agree collection of any shortfall and payment method</li> <li>· Deduct any pre-tenancy invoices</li> <li>· Provide tenants with method of payment</li> <li>· Attending the property to welcome the tenant(s), This is subject to an approved Inventory as below.</li> <li>· Advise on non-resident tax status and HMRC (if relevant)</li> <li>· Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUSIVE OF TENANT FIND AND RENT COLLECTION SERVICE</b></p> <p><b>This fee will be applicable for the whole lifetime of the Tenancy;</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>· Undertake an annual inspection visit and notify landlord of the outcome</li> <li>· Arrange routine repairs and instruct approved contractors (provide quote)</li> <li>· Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy</li> <li>· Visual check in compliance with the Homes Act 2018 on the first day of the tenancy</li> <li>· Advise all relevant utility providers of any Changes.</li> <li>· Arrangement payments for statutory requirements</li> <li>· provide an Annual Income and Expenditure Schedule</li> <li>· Hold keys throughout the tenancy term</li> <li>· Advise on refurbishment requirements</li> <li>· Attending the Check-out and negotiating the repayment of the security deposit.</li> <li>· Tenancy Deposit dilapidation negotiations</li> </ul>	<p><b>This fee will be applicable for the whole lifetime of the Tenancy;</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>· Agree the rental value</li> <li>· Provide guidance on compliance with statutory provisions and letting consents</li> <li>· Market the property and advertise on relevant portals</li> <li>· Carry out accompanied viewings (as appropriate)</li> <li>· Tenant find service</li> <li>· Demand, collect and remit the monthly rent received</li> <li>· Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>· Agree collection of any shortfall and payment method</li> <li>· Deduct any pre-tenancy invoices</li> <li>· Provide tenants with method of payment</li> <li>· Attending the property to welcome the tenant(s), This is subject to an approved Inventory as below.</li> <li>· Advise on non-resident tax status and HMRC (if relevant)</li> <li>· Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> <li>· Tenancy Deposit dilapidation negotiations</li> </ul>

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### PRE-TENANCY FEES (ALL SERVICE LEVELS)

**Arranging and facilitating Statutory Compliance Fee (this is in addition to the 3rs Party cost of the test where applicable)** if not provided on instruction or undertaken by the landlord: **£60.00 (inc. VAT) per arrangement**

- Energy Performance Certificate (EPC)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT) \*Up to 10 items
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide alarm

**Local authority licencing application (Including HMO license): £360.00 (inc. VAT) per application**

### START OF TENANCY FEES

**Set-Up fee: £240.00 (inc. VAT) per tenancy.** Referencing for the tenant. ID checks, Right to Rent checks, financial sanction checks, AML checks, if necessary, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability.

**Additional Tenant Referencing Fees: £60.00 (inc. VAT) per tenant.** As Reference check fee above for additional tenants.

**Guarantor Fees: £60.00 (inc. VAT) per guarantor.** Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Deposit Registration Fee for Housing Act Tenancy: Free (included in Set-Up fee)**

Register landlord and tenant details and protect the security deposit with a government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of receipt of the deposit.

**New Tenancy Administration Fee: £300.00 (inc. VAT)**

- Drawing up and supervising a Tenancy Agreement
- Negotiating the terms of and arranging the signing of the Tenancy Agreement.

**Advertising Fee (if required):** Fees apply when further advertising is required by the landlord and dependent on the method.

**Inventory Check In and Check out Fee: £150.00 - £400.00 (inc VAT) per check** (check in and check out) per tenancy. Dependent on the number of bedrooms and/or size of the property and outbuildings

**Landlord Withdrawal Fees (before move-in): £360.00 (inc. VAT) per tenancy** To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

### DURING TENANCY FEES

**Additional Property Visits: £120.00 (inc. VAT) per visit.**

Should the landlord request property visits in addition to those within their existing Terms of Conditions, this covers the costs of attending the property.

**Renewal Administration Fees (Non-Housing Act Tenancies):** **£180.00 (inc. VAT) per tenancy**

**Rent Review Fees (Housing Act Tenancies):** **£180.00 (inc. VAT) per tenancy**

Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), amending and updating terms in original tenancy agreement and thereafter preparing and serving statutory Section 13 Notice for rent increase.

**Arrangement Fees for maintenance works: 24% of net cost (inc. VAT) of total invoice cost \*Minimum charge will be £120.00 (inc. VAT).**

Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fees apply for outside the normal management duties including insurance claim for full management service or when required by the landlord for Tenant Find and Rent Collection service only.

#### **FINANCIAL CHARGES**

**Interest on Unpaid Commission: 8% above the Bank of England Base Rate from Due Date until paid.**

**Same-Day Payment Fees: £15.00 (inc. VAT) per payment.**

Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

**Accounting Annual Statement Fees: £120 (inc. VAT) annually**

Providing an Annual Income and Expenditure Schedule.

**Submission of Non-Resident Landlords receipts to HMRC: £60 (inc. VAT) quarterly**

To remit and balance the financial return to HMRC on both a quarterly and annual basis

**Handle payment of any service charges and ground rent Fee: £60 (Incl VAT) per payment**

(for Tenant Find and Rent Collection Service)

Applicable if the service charge and ground rent are to be paid from collected rent and so instructed.

**Deposit transfer Fee during tenancy: £120 (incl. VAT)**

Should the landlord request to transfer a deposit to the landlord or other agent during a tenancy.

#### **OTHER FEES AND CHARGES**

**Serving Section 8 Notice Fee: £180 (incl. VAT)**

**Arbitration Administration Fee: £120 (incl. VAT) per hour**

**Attending Court Fee: £120 (incl. VAT) per hour**

**Arrangement Fees for refurbishments including furniture arrangement: 24% of net cost (inc. VAT). \*Minimum charge will be £120.00 (inc. VAT).** Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

**Vacant Property Management Fees: £360.00 (inc. VAT) per month.**

To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

**Mail Re-direction Fee: Full cost of Postage Fee**

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**

[www.london-tokyo.co.uk](http://www.london-tokyo.co.uk)

CLIENT MONEY PROTECTION (CMP):  
PROPERTY MARK [www.propertymark.co.uk](http://www.propertymark.co.uk)

INDEPENDENT REDRESS  
The Property Ombudsman <https://www.tpos.co.uk/>

