

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 ManagementPercentage of the rent payable for the full tenancy term (as defined) including all renewal periods. Payable monthly.Compliance Fee	18% of the rent, inclusive of VAT (15%+VAT) £13.20 inclusive of VAT (£11.00 + VAT) per month
Rent Collection Service Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods. Payable monthly	14.4% of the rent, inclusive of VAT (12% +VAT)
Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	£4.80 inclusive of VAT (£4.00 + VAT) per month
Plus	
Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)	Two weeks rent plus VAT (55.20% inclusive of VAT of one months' rent)
	Full Inventory services available – ask the

Inventory /Check Out Preparation	Full Inventory services available – ask the branch for more details
Landlord Renewal	£150.00 inclusive of VAT (£125.00 + VAT)
Deposit Dispute Submission Fee	£120.00 inclusive of VAT (£100.00 + VAT)
Premier Service	4.2% of the monthly rent inclusive of VAT (3.5% + VAT) payable monthly

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	 10.8% inclusive of VAT (9% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or if the first month's rent does not cover the value of the invoice the funds are payable prior to completion. £240.00 inclusive of VAT (£200.00 + VAT)* and then 5.4% inclusive of VAT (4.5% + VAT) for any renewal or extension of any Tenancy or for any Rent review thereafter, payable on commencement of the renewal Term or rental period or commencement of the rent review process. *Sole Agency
Set Up Fee (This Fee includes a Tenancy Agreement)	£300.00 inclusive of VAT (£250.00 + VAT) payable on the commencement of the tenancy
Protection of the Tenancy Deposit with The Dispute Service	£114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the tenancy
Inventory – Check Out Preparation	Full inventory services available, ask in branch for details

Romans 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.











Landlord Fees Schedule

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*	£72.00

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

EPC (Energy Performance Certificate) £90.00 Desktop MEES (Minimu Energy Efficiency Standards) Report £48.00 Green Deal Assessment £150.00 Service of a legal notice £72.00 Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service) £420.00 Armending a Tenancy Agreement at a Landord's request to include endorsements £60.00 Rent Review for a Periodic Tenancy £90.00 Upgrade in service level from Introduction Only to the Managed Service £200.00 Key cutting Invoice value plus £12.00 Shopping fee Invoice value plus £12.00 Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission vith a tax return £60.00 per hour Additional financial Information required £60.00 per hour £12.00 Additional financial Information required £60.00 per hour £10.00 Additional financial Information required £20.00 £20.00 £10.00 Additional financial Information required £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00 £20.00	Instruction of either a gas safety record or electrical certificates	Contractor invoice plus £30.00** arrangement
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Withdrawal Fee (applicable to statutory periodic tenancies) Equivalent to 2 months' rent plus VAT	Administer Tax to HMRC for an on behalf of the Landlord	£15.00 per annum
	Withdrawal Fee (applicable to statutory periodic tenancies)	Equivalent to 2 months' rent plus VAT

*included in Managed Service

**£30.00 arrangement Fee included in Managed Service