



# LONDON-TOKYO PROPERTY SERVICES LTD.

RESIDENTIAL SALES. LETTINGS & MANAGEMENT ESTATE AGENTS EST 1987

## LANDLORD FEES SCHEDULE

### LEVEL OF SERVICE OFFERED:

TENANT FIND: 13.2% (Inc. VAT)	FULLY MANAGED: 7.2% (Inc. VAT)	TENANT FIND: 26.4% (Inc. VAT)
<p><b>MULTIPLE AND SOLE AGENT</b></p> <p><b>This fee will be applicable for any Renewed or extended Tenancy;</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>· Agree the rental value</li> <li>· Advise on refurbishment requirements</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>· Find tenants</li> <li>· Collect and remit initial two months' rent received</li> <li>· Agree collection of any shortfall and payment method</li> <li>· Provide tenant with method of payment</li> <li>· Deposit registration and renewal of deposit protection</li> <li>· Deduct any pre-tenancy invoices</li> <li>· Accompanied Check-in. 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>Additional to TENANT FIND service</b></p> <p><b>This fee will be applicable for any Renewed or extended Tenancy;</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <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>· Deduct commission and other works</li> <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>· Arrangement payments for statutory requirements</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>· provide an Annual Income and Expenditure Schedule</li> <li>· Hold keys throughout the tenancy term</li> <li>· Right-to-Rent check and Follow-Up Check (if necessary)</li> <li>· Attending the Check-out and negotiating the repayment of the security deposit.</li> </ul>	<p><b>SHORT / HOLIDAY LET</b></p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>· Agree the rental value</li> <li>· Advise on refurbishment requirements</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>· Find tenants</li> <li>· Collect and remit initial two months' rent received</li> <li>· Agree collection of any shortfall and payment method</li> <li>· Provide tenant with method of payment</li> <li>· Deposit registration and renewal of deposit protection</li> <li>· Deduct any pre-tenancy invoices</li> <li>· Accompanied Check-in. 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>· Right-to-Rent Follow-Up Check</li> <li>· Attending the Check-out and negotiating the repayment of the security deposit.</li> </ul>

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £120.00 (inc. VAT) per arrangement
- Gas Safety Certificate (GSR) £150.00 (inc. VAT) per arrangement
- Electrical Installation Condition Report (EICR) £360.00 (inc. VAT) per arrangement
- Portable Appliance Testing (PAT) £120 (inc. VAT). \*Up to 10 items
- Legionella Risk Assessment arrangement fee 24% of net cost (inc. VAT) per arrangement. Net cost of Legionella Risk Assessment will be charged separately.
- Installing Smoke alarms and Carbon Monoxide £60.00 (inc. VAT) per tenancy. Net cost of alarms will be charged separately
- Handling local authority licensing application £360.00 (inc. VAT) per application

### **START OF TENANCY FEES**

Reference check fee: £60.00 (inc. VAT) per tenant. (ID checks, right to rent checks, financial sanction checks, AML checks if necessary, financial credit checks, 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).

New Tenancy Administration Fee: £300.00 (inc VAT)

- Drawing up and supervising a Tenancy Agreement
- Negotiate the terms 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 Fees: £180.00 (inc. VAT) per tenancy.

Contract negotiation, review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), amending and updating terms and arranging for the signing of a further tenancy agreement.

Arrangement Fees for works 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. Fees apply for outside the normal management duties or when required by the landlord for Tenant find service only.

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**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.

**OTHER FEES AND CHARGES**

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/>

