

To ensure the highest standards of service and adherence to professional codes of practice, Lauristons are proud members of:

- Association of Residential Letting Agents (ARLA)
- National Federation of Property Professionals (NFOPP) Client Money Protection Scheme
- The Property Ombudsman (TPOS) government approved redress scheme

## Landlord Fees

What fees can I expect to pay when I let a property through Lauristons?

**All fees shown are including VAT at 20% unless stated otherwise**

Schedule of Services	
Tenant Introduction Service	13.2 % (11% + VAT) of the gross rent payable throughout the initial term
Rent Management Service	13.2 % (11% + VAT) of the gross rent payable throughout the initial term
Full Management Service	20.4 % (17% + VAT) of the gross rent payable throughout the initial term
Renewal Fee	13.2% (11 % + VAT) of the gross rent payable throughout the extended term

Pre Tenancy Preparation	
Administration Fee	£420 per tenancy
Renewal Administration Fee	£72 per extended term

- Association of Residential Letting Agents (ARLA)
- The Renewal Administration Fee will cover the preparation and issuing of our standard Tenancy Agreement

## Additional fees which may be applicable to some landlords

TDS Deposit Registration Fee	£78 per tenancy term
Disclaimer Agreement where landlord uses own tenancy agreement	£12
TDS Dispute Administration Fee	£45
Land Registry search	£4.80 per search if you are unable to provide proof of ownership
Inventory make and check ins	£185 to £410 per tenancy (depending on property size)
Inventory check in (no make required)	£140 to £340 per tenancy (depending on property size)

Accounting and Property Management	
Duplicate statement	£7.20 per statement
Annual income and expense statement	£66 per statement
Miscellaneous letters for tax purposes	£30 per letter
Court hearing attendance	£66 per hour or £438 per day
Document preparation for court hearing	£342
Gas/Electrical Safety Test arrangement fee	£42 in addition to the contractor's invoice
Void period property management	£96 per month
Additional inspection requests	£48 per visit
Refurbishment report and quotations	£132 per report
Refurbishment arrangement fee	£300 per project plus 12% of the overall cost
Consultancy on request	£48 per hour, plus travel and other reasonable expenses and costs
Non Resident Landlord Accounting	£81 per quarter for tax retention and completion of the documentation required by the Centre for Non Residents HMRC

Service Feature	Fully Managed	Rent Managed	Tenant Introduction
Provide a free valuation and recommendations to maximise income	✓	✓	✓
Prepare full colour property details with internal and external images	✓	✓	✓
Advertising your property on our website and major property portals including Rightmove and Zoopla	✓	✓	✓
Full colour local magazine advertising	✓	✓	✓
Email and SMS text alerts to our registered potential tenants	✓	✓	✓
Accompanied viewings	✓	✓	✓
Full tenant referencing including Right to Rent, detailed credit, employment and previous landlord reference checks	✓	✓	✓
Advise on issues of compliance	✓	✓	✓
Collect 6 weeks security deposit in accordance with a Government approved Deposit Protection Scheme	✓	✓	✓
Collect first month (cleared funds) rent in advance	✓	✓	✓
Provide tenant with details for future rental payments	✓	✓	✓
Rent arrears management	✓	✓	
Payments by BACS once cleared funds are received from tenant avoiding delays	✓	✓	
Provide detailed HMRC compliant monthly statements	✓	✓	
Negotiate renewal at end of fixed term and advise on annual rent increases	✓	✓	
Arrange annual gas safety check and Boiler service	✓		
Transfer of Utilities	✓		
Arrange and manage all repairs, maintenance, remedial and emergency work through our approved panel of contractors	✓		
Regular property inspections including detailed condition reports	✓		
Right to Rent requalification	✓		
Arrange an end of tenancy check out report and negotiate any dilapidation issues which arise	✓		
Represent landlords where a deposit dispute is raised	✓		
Service of legal notices and where necessary provide court representation	✓		
Provide tenants with basic household/housekeeping advice	✓		