

## Full management

Percentage of the rent payable for the full tenancy term (duration the tenant remains in occupation) including all renewals or extensions, payable monthly

- Collect and Remit the rent and provide monthly statements through landlord portal
- Arrange routine repairs (under £500) and instruct approved contractors (providing two quotes).
- Arrange payment to contractors and log and hold any warranties
- Undertake annual property visits and report to landlord
- Pursuant of any non-payment of rent and provide advice on rent arrears action
- Annual Rent Reviews
- Organise Check Out, Return of Deposit that the landlord has agreed with the tenant and de register the deposit with the DPS and provide closing meter readings with Utility companies.
- Provide annual income and expenditure Statements
- Updated Compliance
- Right to rent follow up check in accordance with Immigration Acts 2014 - 2016
- Gas Safety reminders
- Vacant property management – continuous management between lets only
- Issuing of Section 21 notice for possession
- Issuing of Section 13 notice for rental increase
- Multiple Property Landlords discount available 0.5 % - 2%

**14.4% of the rent  
(12% + VAT)**

**(6% + VAT) 7.2%  
for the first 12  
months offered  
for any new  
property**

## Tenancy management service

- Collect and Remit the rent and provide monthly statements through landlord portal
- Pursuant of any non-payment of rent and provide advice on rent arrears action.
- Annual Rent Reviews
- Organise Check Out, Return of Deposit that the landlord has agreed with the tenant, de register the deposit with the DPS and provide closing meter readings to Utility companies.
- Updated Compliance
- Right to rent follow up check in accordance with Immigration Acts 2014 - 2016
- Gas Safety reminders to landlords
- Issuing of section 21 notice for possession
- Issuing of section 13 notice for rental increase
- Multiple Property Landlord's discount available 0.5% - 2%

**9.6% of the rent  
(8% + VAT)**

## Tenant introduction only service

- Full Market Appraisal
- Advertising on all major Portals i.e. Rightmove, Zoopla etc
- Erect a board in accordance with Town & Country Planning Act 1990
- Advice and guidance on Refurbishment
- Advice and guidance on Legal Compliance
- Find a tenant within the Landlords Guidelines
- Accompanied Viewings
- Referencing for up to two tenants (ID Checks, right to rent check, financial credit checks, employment and previous landlord references)
- Guarantor reference if required
- ARLA Tenancy Agreement
- Advise on non-resident tax status and HMRC (if relevant)
- Advise all relevant utility providers of any changes and supply meter readings
- Collection of first month's rent and deposit less any fees and transfer to landlord with Statement.

**9.6% (8% + VAT)**

of the first 12 months rent on a sole agency deducted from the first rent payment or of the first month's rent does not cover the value of the invoice the funds are payable prior to completion.

**£240 (£200 + VAT)\*  
and then 7.2%  
(6%+VAT) for any  
extension thereafter  
including periodic.**

## Landlord Set Up Fee

- Full Market Appraisal
- Advertising on all major Portals i.e. Rightmove, Zoopla etc
- Erect a board in accordance with Town & Country Planning Act 1990
- Advice and guidance on Refurbishment
- Advice and guidance on Legal Compliance
- Find a tenant within the Landlords Guidelines
- Accompanied Viewings
- Referencing for up to two tenants (ID Checks, right to rent check, financial credit checks, employment and previous landlord references)
- Guarantor referencing (if required)
- ARLA Tenancy Agreement
- Advise on non-resident tax status and HMRC (if relevant)
- Registration of Deposit with The Tenancy Deposit Scheme
- Advise all relevant utility providers of any changes and supply meter readings
- Deduct and remit any pre tenancy invoices

**£300 inc VAT  
(£250 + VAT)**

Rent Guarantee payable monthly (only for fully managed instructions)

**£22.50**

## Additional fees

Inventory/Check in and Check out – Charges dependent on number of rooms and whether the property is furnished/ unfurnished.	Available Upon request
Carbon monoxide detector and smoke alarm	£30 (£25 + VAT) + contractor invoice
Instruction of either a gas safety record, or electrical certificate (not applicable on fully managed service)	£30 (£25 + VAT) + contractor invoice
EPC – Energy performance certificate	£90
Renewal Contract – If a landlord wishes not to go onto the standard periodic term then a new ARLA tenancy agreement will be drafted and sent out.	£120 (£100 + VAT)
Annual Submission to HMRC applicable to all Non-Resident Landlords	£60 (£50 + VAT)
Non-Resident Landlord Quarterly Submissions to HMRC – This fee is only applied to landlords without exemption numbers	£36 per quarter (£30 + VAT)
Project manage on behalf of landlord any major works exceeding £500 + VAT.	12% of invoice (10% + VAT)
Sourcing Fee – should a landlord wish us to source and purchase furnishings/appliances etc. on their behalf	12% of invoice
Insurance Claims	12% of claim
Proof of Ownership – land registry check if required	£12 (£10 + VAT)
Key Cutting	£12 (£10 + VAT) + invoice
Additional Clauses – If a landlord wishes to add additional clauses to the contract	£25 per clause
Contractor commission – This is charged to the contractor to cover the cost associated with arranging and facilitating the visit of a vetted professional tradesperson and ensuring their certificates and indemnity insurances are up to date.	10% of invoice
Additional property visits/accompanied visits at landlord's request	£50 per visit
Court attendance fees – if requested	£50 per hour
Dispute Fee – should the landlord and tenant not be able to agree deductions and the deposit is required to go to dispute, this fee covers the preparation of evidence and application to The Dispute Service.	£100
Additional Tenant referencing – (ID Checks, right to rent check, financial credit checks, employment, and previous landlord references)	£100 per tenant

## Additional fees

Management takeover – To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under ‘set up fees’, receiving and protecting the deposit and providing all legal documentation to the tenant.

**£360  
(£300 + VAT)**

Additional HMRC reporting Fees. Responding to any specific queries

**£50 (£50 + VAT)**

Selling Fee - should the property be sold to our tenant or persons introduced by Urban Keys

**1.2% (1% + VAT) of the  
sale value**

Sold property withdrawal fee - where a landlord sells a currently let property and the new owners do not continue our service, but the tenant remains.

**One month's rent +  
VAT**

Landlord withdrawal Fees (before move in) – Once a landlord has agreed in principle to let to tenants that have been sourced and then decide to withdraw, this fee is to cover the cost associated with the marketing, advertising referencing and tenancy set up.

**£360  
(£300 + VAT)**

Landlord withdrawal Fees (after the tenancy has started) – where the tenant remains in the property.

**24% (20% + VAT) of  
one years rent**