Landlord fees schedule

	LEVELS OF SERVICE OFFERED		
	Tenant Find: 6% of rent (inc. VAT)	**Rent collection: 9% of rent (inc. VAT)**	**Fully managed: 12% of rent (inc. VAT)**
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

GREENDOOR PROPERTY

Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

GREENDOOR PROPERTY

www.greendoorpm.co.uk

START OF TENANCY FEES

Set-up Fees: £288 (inc. VAT) per tenancy for contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Tenant Referencing Fees: £30 (inc. VAT) per tenant. Referencing for Tenants (ID and Sanctions checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability)

Compliance Assistance Package (let only and rent collection service) : £90 (inc VAT). Arranging the required contractors to ensure the property is compliant with current legisaltion. Including nut not limited to gas safety checks, smoke and carbon monoxide alarm checks, electrical inspections, cleaning and invenotyr and check in. Contractors charges are in addition to this fee.

Deposit Registration and Handling Fee (where collected): £90 inc. VAT) per tenancy (let only and rent collection service) and £60 (inc VAT) per tenancy for fully managed service. 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 the tenancy start date.

Arrange Inventory and check in (let only and rent collection service): £60 (inc VAT). Arrange the services of an invemtory clerk to carry out inventory and check in. Contractors charges ar ein addtion to this fee.

Inventory and check in fees: Dependent on the number of bedrooms and/or size of the property and any outbuildings. A quoation can be provided on request.

Arrange professional clean (let only and rent collection service) £60 (inc Vat). Arrange a cleaner to carry out a professional clean of the property before the start of a tenancy. Contractors Charges are in addtion to this fee.

Arrange annual gas safety checks (let only and rent collection service): £60 (inc VAT). Arrange for the landlords gas safety certificate to be renewed before expiry each year. Contractors charges are in addition to this fee.

Landlord Withdrawal Fees (before move-in): £150 (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.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark cmp Client Money Protection

INDEPENDENT REDRESS:

www.tpos.co.uk

The Property Ombudsman

Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

GREENDOOR PROPERTY

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DURING TENANCY FEES

Additional Property Visits: £72 (inc. VAT) per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £132 (inc. VAT) per tenancy.(let only and rent collection service) and £96 (inc VAT) per tenancy (Fully managed Service)
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: £30 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.

Landlord Withdrawal Fees (during tenancy): £150 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

Organise and inspect refurbishment works: 12% of the net cost (inc VAT). Arranging access and inspecting the works to ensure they have been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully managed service only.

END OF TENANCY FEES

Check-out Fees: Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Court Attendance Fees: £240 (inc. VAT) per day. Fully managed service only.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £150 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Summary statement: £36 (inc VAT). To producea summary statement for tax returns.

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