

# LANDLORD FEES SCHEDULE

[www.lunamove.co.uk](http://www.lunamove.co.uk)

	Tenant Find: £250 (inc. VAT)	Fully Managed: £60.00 (inc. VAT) per month Plus set up fee of £115.00 (inc. VAT) • if the property value is £550.00 or less, the fee will be reduced to £45.00 (inc. VAT) per month
Agree the rental value	✓	✓
Provide guidance on compliance with the statutory provisions and letting consents	✓	✓
Advise on refurbishment requirements	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓
Market the property and advertise on relevant portals	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓
Find Tenants	✓	✓
Advise 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 routine quarterly visits and notify the outcome to the landlord		✓
Arrange routine repairs and instruct approved contractors		✓
Security Deposit dilapidation negotiations		✓
Hold keys through the tenancy term		✓

# LANDLORD FEES SCHEDULE



[www.lunamove.co.uk](http://www.lunamove.co.uk)

## 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) £80.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £96.00 (inc. VAT) per tenancy
- Electrical Installation Condition Report (EICR) £200.00 (inc. VAT) per tenancy
- Portable Appliance Testing (PAT) £70.00 (inc. VAT) for up to 10 items
- Legionella Risk Assessment £78.00 (inc. VAT) or £60.00 for renewal assessments for the same property
- Installing a smoke detector £POA, subject to standard property wiring
- Installing a Carbon Monoxide detector £POA
- Handling local authority licensing application £180.00 (inc. VAT) per property
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £0.00 (inc. VAT) per tenancy

### START OF TENANCY FEES

Set-up Fees: £115.00 (inc. VAT) per tenant. ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Included in the set-up fees are:

Accompanied Check-in - Attending the property to welcome the tenant(s), confirm the Inventory/Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order.

This is subject to an approved Inventory as above.

Guarantor Fees: £0.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £0.00 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): £0.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory & schedule of condition Fees: £100.00 - £150.00 (inc. VAT) Full inventory for 1-3 bedroom unfurnished properties including photographic evidence. For larger or furnished properties we can supply a quotation for the inventory fee by separate negotiation.

Landlord Withdrawal Fees (before move-in): £500.00 (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.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

[www.ukala.org.uk](http://www.ukala.org.uk)



### INDEPENDENT REDRESS:

[www.theprs.co.uk](http://www.theprs.co.uk)



# LANDLORD FEES SCHEDULE



[www.lunamove.co.uk](http://www.lunamove.co.uk)

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### DURING TENANCY FEES

Additional Property Visits: £40.00 (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: £0.00 (inc. VAT) per tenancy. (Fully Managed Service Only). Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £50.00 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £0.00 (inc. VAT) per check. (Fully Managed Service Only) Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified.

Landlord Withdrawal Fees (during tenancy): £0.00 (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) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

### END OF TENANCY FEES

Check-out Fees: £0.00 (inc. VAT) per tenancy. (Fully Managed Service Only) Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £100.00 (inc. VAT) per tenancy. To cover the costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 21): £0.00 (inc. VAT) per Notice. (Fully Managed Service Only).

Court Attendance Fees: £200.00 (inc. VAT) per court attendance.

### OTHER FEES AND CHARGES

Vacant Property Management Fees: £40.00 (inc. VAT) per visit. 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.

Management Take-over Fees: £0.00 (inc. VAT) per tenancy. 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" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Land Registry Search Fee: £12.00 (inc. VAT) To cover the costs associated with obtaining proof of ownership from HM Land Registry.

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

[www.ukala.org.uk](http://www.ukala.org.uk)



### INDEPENDENT REDRESS:

[www.theprs.co.uk](http://www.theprs.co.uk)

