

Fully Managed



Fees vary depending on our 3 service levels (Fully Managed, Rent Collection or Tenant Find)

| FULLY MANAGED SERVICE | FEE | TOTAL incl VAT |
|---|-----------------------|----------------|
| SET UP FEE Includes agreeing the market rent and finding a tenant in accordance with the landlords guidelines. This involves marketing and advertising the property; erecting a board in accordance with Town and Country Planning Act 1990, then carrying out accompanied viewings as appropriate. It also includes providing notification of non-resident tax status and making an HMRC deduction. Also included is advising on refurbishment and providing guidance on compliance with statutory provisions and lettings consensus. This will include the cost of Tenant Referencing the applicant(s). The check will include credit status, current or previous employer, current or past landlord, and taking into account any other information to help assess the affordability criteria of the applicant(s). Depending on the outcome of the referencing, an applicant(s) earnings or overall financial position may require a Guarantor. The cost of referencing a Guarantor is included in the fee. Should there be a specific situation whereby you have consented to a permitted occupier, appropriate documentation to reflect this is included within this fee. We shall carry out Right to rent checks on the applicant(s) and any other adult occupier of the property. We shall carry out Right to Rent checks on the applicant(s) and any other adult occupier of the property at the commencement of the tenancy. We shall carry out further checks on adult occupants with time – limited Right To Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier where there is a change in occupancy during the Tenancy. | £599+VAT | £718.80 |
| MONTHLY FEE This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. It includes 6-monthly routine visits and the landlord is advised of the outcome. This fee covers advising all utility providers of any tenancy changes, arranging routine repairs and holding the keys during the tenancy. | 12% + VAT | 14.4% |
| SECURITY DEPOSIT REGISTRATION FEE All tenants deposits must be registered – by law – with a Government authorised scheme. This fee is for registering the landlord and tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by Your Move is MyDeposits. | £70+VAT | £84 |
| INVENTORY FEE It is important to have a thorough and detailed inventory which service a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any terms included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. Your move employs independent specialists to prepare inventories and as such the cost of the inventory is dependent upon the provider available in the locality of the property at the time required. The cost of the inventory varies dependent on the number of bedrooms and outbuildings the property has. | See separate schedule | |
| RENEWAL FEE If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement. | £120+VAT | £144 |
| CHECK OUT FEE This fee covers agreeing with the tenant(s) a check out date and arranging an appointment; instructing the inventory provider to attend; negotiating with the landlord and tenant(s) any disbursement of the security deposit. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit, instruct contractors, obtain quotes, organise repairs/replacement of items. | £120+VAT | £144 |

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| GAS SAFETY CERTIFICATE The Gas Safety (Installation and Use) Regulations 1998 state that all new, let and managed properties must have a gas safety certificate to start the tenancy and must be tested annually for safety. Your Move appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate. | £30+VAT | £35 |
| ADDITIONAL CONTRACTOR QUOTES If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required. | £25+VAT | £30 |
| ARRANGEMENT FEE FOR WORKS A fee of 10%+VAT of the invoice is charged in respect of arranging the works and assessing costs with the contractor(s); for ensuring all works have been carried out in accordance with the specification of the works; processing payment and retaining any warranty or guarantee. | | |
| QUARTERLY SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC | £25+ VAT Quarterly | £30 quarterly |
| ANNUAL SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An annual submission is also required. | £50+VAT | £60 |
| ADDITIONAL PROPERTY VISITS If a routine visit (over and above the two 6-monthly visits included in the monthly fee) is required – for example at the specific request of the landlord, or to resolve a neighbour dispute a fee is charged. | £50+VAT | £60 |
| COURT ATTENDANCE In the unfortunate event where Your Move might need to represent you in court – for example at the specific request of the landlord, or to resolve a neighbour dispute a fee is charged. | £200+VAT incl. expenses | £240 incl. expenses |
| WITHDRAWAL FEE before the tenancy has started – when a landlord terminates an agreement before the tenancy has started any actual costs incurred in the marketing and set up of the property are passed on to the landlord. WITHDRAWAL FEE after the tenancy has started – when a landlord terminates an agreement and the tenant remains in the property. The fee includes notifying the relevant utility providers and advising the tenant of their security deposit status. | A maximum fee of £100 including VAT 1 calendar month's rent + VAT | |
| DISPUTE FEE Post checkout if any proposed deductions in the security deposit are disputed by the tenant, this fee covers completing the relevant documentation to support the landlords' position. | £100+VAT | £120 |
| SPECIFIC SITE VISIT When a landlord requests a specific visit in order to assess a maintenance requirement. | £50+VAT | £60 |
| CONTRACTOR COMMISSION Your Move reserves the right to make a commission charge to any contractor instructed on behalf of the landlord up to 14.4% (12% +VAT) of the net cost of the work. This is invoiced directly to the contractor. | 10%+VAT | 12% |
| TAKE OVER MANAGEMENT FEE This fee is to be charged for take over management service from your current letting agent and will cover an AST check, a property visit, smoke alarm check and a new AST. | £300+VAT | £360 |
| RENT REVIEW FEE | £25+VAT | £30 |
| NON ROUTINE MANAGED SERVICE Where we are required to provide non routine management services e.g. fire, flood, subsidence | £15 incl VAT per hour | |
| CHANGE OF SHARER Where there is a change of a sharer within the Property and we assist with the administration relating to the change of sharer | £300 + VAT | £360 |
| ZERO DEPOSIT GUARANTEE. Where you have agreed the tenant may purchase a ZDG (Zero Deposit Guarantee) in place of a Security Deposit, there will be a deposit processing fee. | £70 + VAT | £84 |
| EICR Where we arrange the Electrical Installation Condition Report, this does not include the cost of any remedial work which may arise | 1-4 Bedroom Property £165 + VAT | £198 |
| | 5+ Bedroom property £180 + VAT | £216 |

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The following services are optional:

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| SMOKE/CARBON MONOXIDE ALARMS Arranging the installation of the smoke and carbon monoxide alarms. | £60+VAT | £72 |
| SMOKE/CARBON MONOXIDE ALARMS Checking alarms are working on first day of tenancy. | £50+VAT | £60 |
| EPC To instruct a certified engineer to carry out an Energy Performance Certificate | £100+VAT | £120 |
| WATER AND BACTERIAL TESTING To book and carry out a water and bacteria test for your property | £120+VAT | £144 |
| PAT AND ELECTRICAL TESTING Your Move to appoint and EICR qualified engineer to carry out either PAT testing or a full electrical certificate. It does not include the cost of the certificate | £20+VAT | £24 |

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Rent Collect



The mandatory fees charged for Your Move's Rent Collect Service are set out below. The services provided in respect of these fees are as for our Full Managed Service described above, unless otherwise stated.

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| SETUP FEE | £599+VAT | £718.80 |
| MONTHLY MANAGEMENT FEE This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and in other works and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. This fee covers advising all utility providers of any tenancy changes. This fee also includes the cost of Tenant Referencing the applicant(s). The check will include credit status, previous employer current of past landlord and taking into account any other information to help assess the affordability criteria of the applicant(s). Depending on the outcome of the referencing, an applicant(s) earnings or overall financial position may require a Guarantor. The cost of referencing a Guarantor is included in the fee. Should there be a specific situation whereby you have consented to a permitted occupier, appropriate documentation to reflect this is included within this fee. We shall carry out Right to Rent checks on the applicant(s) and any other adult occupier of the property at the commencement of the tenancy. We shall carry out further checks on adult occupants with time – limited Right To Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier where is a change in occupancy during the Tenancy. | 10%+VAT | 12% |

The following services are optional and as described for the Fully Managed Service (unless otherwise stated)

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| INVENTORY FEE | See Separate schedule | |
| SECURITY DEPOSIT REGISTRATION FEE | £70+VAT | £84 |
| CHECK OUT FEE The checkout fee covers agreeing with the tenant(s) a check out date and arranging an appointment; instructing the inventory provider to attend; negotiating with the landlord and tenant(s) any disbursement of the security deposit. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit. | £120+VAT | £144 |
| GAS SAFETY CERTIFICATE | £30+VAT | £35 |
| RENEWAL FEE | £120+VAT | £144 |
| RENT REVIEW FEE | £25+VAT | £30 |
| QUARTERLY SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC | £25+VAT quarterly | £30 Quarterly |
| ANNUAL SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC | £50+VAT | £60 |
| SMOKE/CARBON MONOXIDE ALARMS Arranging the installation of the smoke and carbon monoxide alarms. | £60+VAT | £72 |
| SMOKE/CARBON MONOXIDE ALARMS Checking alarms are working on the first day of tenancy. | £50+VAT | £60 |
| EPC | £100+VAT | £120 |
| ADDITIONAL RIGHT TO RENT Further Right to Rent checks service payable when a repeat check is required during each tenancy for occupants with Time Limited Right to Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier when there is a change in occupancy during the tenancy (the fee remains unchanged) | £50+VAT | £60 |
| WATER AND BACERTIAL TESTING | £120+VAT | £144 |
| PAT AND ELECTRICAL TESTING | £20+VAT | £24 |

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Rent Collect



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|--|---------------------------------|--------------------------|
| DISPUTE FEE | £100+VAT | £120 |
| COURT ATTENDANCE | £200+ VAT inc expenses | £240 inc expenses |
| TAKE OVER RENT COLLECTION SERVICE This fee is to be charged for a takeover of a Tenancy and Rent Collection service only from your current letting agent and will cover an AST check and arranging the change in rent payment collection with the tenant, including setting up a new payment, liaising with the letting agent over the transfer of the security deposit and any outstanding rent. | £300+VAT | £360 |
| CHANGE OF SHARER Where there is a change of a sharer within the Property and we assist with the administration relating to the change of sharer | £300 + VAT | £360 |
| ZERO DEPOSIT GUARANTEE. Where you have agreed the tenant may purchase a ZDG (Zero Deposit Guarantee) in place of a Security Deposit, there will be a deposit processing fee. | £70 + VAT | £84 |
| EICR Where we arrange the Electrical Installation Condition Report, this does not include the cost of any remedial work which may arise | 1-4 Bedroom Property £165 + VAT | £198 |
| | 5+ Bedroom property £180 + VAT | £216 |

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Tenant Find



TENANT FIND SERVICE

| | | |
|-------------------|--|---------------------|
| SET UP FEE | 3 weeks rent +VAT, min fee 600 +VAT | Min fee £720 |
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The setup fee includes agreeing the market rent and finding a tenant in accordance with the landlord's guidelines. This involves marketing and advertising the property, erecting a board, carrying out accompanied viewings as appropriate. It also includes providing notification of non-resident tax status and making an HMRC deduction as well as providing the tenant with an NRL8 (if applicable). Your Move collects and remits the first month's rent received, deducting commission and other works and supplies a statement. This fee covers advising all utility providers of any tenancy changes. This will include the cost of Tenant Referencing the applicant(s). The check will include credit status, previous employer, current or past landlord and taking into account any other information to help assess the affordability criteria of the applicant(s). Depending on the outcome of the referencing, an applicant(s) earnings of overall financial position may require a Guarantor. The cost of referencing a Guarantor is included in the fee. Should there be a specific situation whereby you have consented to a permitted occupier, appropriate documentation to reflect this is included within the fee. We shall carry out Right to Rent checks on the applicant(s) and any other adult occupier of the property at the commencement of the tenancy. We shall carry out further checks on adult occupants with time – limited Right To Rent or where you have instructed us to commence a Right to Rent check on a new adult occupier where is a change in occupancy during the Tenancy.

| The following services are optional and as described for the Fully Managed Service (unless otherwise stated) | FEE | TOTAL inc VAT |
|---|------------------------------|---------------|
| INVENTORY FEE | See separate schedule | |
| SECURITY DEPOSIT REGISTRATION FEE | £70+VAT | £84 |
| CHECKOUT FEE The checkout fee covers agreeing with the tenant(s) a check out date and arranging an appointment, instructing the inventory provider to attend, negotiating with the landlord and tenant(s) any disbursement of the security deposit. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. | £120+VAT | £144 |
| GAS SAFETY CERTIFICATE | £30+VAT | £35 |
| RENEWAL FEE | £120+VAT | £144 |
| RENT REVIEW FEE | £25+VAT | £30 |
| QUARTERLY SUBMISSION ON NON-RESIDENT LANDLORDS TO HMRC | £25+VAT | £30 |
| ANNUAL SUBMISSION ON NON-RESIDENT LANDLORDS TO HMRC | £50+VAT | £60 |
| SMOKE/CARBON MONOXIDE ALARMS | £50+VAT | £60 |
| EPC | £100+VAT | £120 |
| WATER AND BACTERIAL TESTING | £120+VAT | £144 |
| PAT AND ELECTRICAL TESTING | £20+VAT | £24 |
| DISPUTE FEE | £100+VAT | £120 |
| COURT ATTENDANCE | £200+VAT | £240 |
| | Inc expenses | |
| SMOKE/CARBON MONOXIDE ALARMS Arranging the installation of the smoke and carbon monoxide alarms. | £60+VAT | £72 |
| SMOKE/CARBON MONOXIDE ALARMS Checking alarms are working on the first day of tenancy. | £50+VAT | £60 |

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Tenant Find



| SERVICE | FEE | TOTAL INC VAT |
|---|---------------------------------|---------------|
| CHANGE OF SHARER Where there is a change of a sharer within the Property and we assist with the administration relating to the change of sharer | £300 + VAT | £360 |
| ZERO DEPOSIT GUARANTEE. Where you have agreed the tenant may purchase a ZDG (Zero Deposit Guarantee) in place of a Security Deposit, there will be a deposit processing fee. | £70 + VAT | £84 |
| EICR Where we arrange the Electrical Installation Condition Report, this does not include the cost of any remedial work which may arise | 1-4 Bedroom Property £165 + VAT | £198 |
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