

From 20th May 2018



Landlord Fees FULLY MANAGED

YOUR MOVE

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

FULLY MANAGED SERVICE	FEE	TOTAL <i>inc</i> VAT
The SET UP 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 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 letting consents.	£300+VAT	£360
MONTHLY FEE (percentage of the monthly rent). 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%
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.	£40+VAT	£48
INVENTORY FEE. It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items 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 (LANDLORD'S SHARE). 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. The tenant also pays a share of this fee.	£100+VAT	£120
CHECK OUT FEE (Landlord's Share). 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. The tenant also pays a share of this fee.	£120+VAT	£144
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.	£20+VAT	£24
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.	£20+VAT	£24

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FULLY MANAGED SERVICE	FEE	TOTAL <i>inc</i> VAT
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.	10%+VAT of the works' invoice	12% of the works' invoice
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.	£20+VAT	£24
COURT ATTENDANCE. In the unfortunate event where Your Move might need to represent you in court – for example if a tenant requires eviction, these fees apply. Expenses include travel, accommodation and parking if applicable.	£30+VAT per hour + expenses	£36 per hour + expenses
WITHDRAWAL FEE <i>before the tenancy has started.</i> 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 to the landlord. WITHDRAWAL FEE <i>after the tenancy has started.</i> 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 compiling the relevant documentation to support the landlord's position.	£50+VAT	£60
SPECIFIC SITE VISIT. When a Landlord requests a specific visit in order to assess a maintenance requirement.	£25+VAT	£30
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.	12%+VAT	14.4%
TAKE OVER MANAGEMENT FEE. This fee is to be charged for take over management service from your current letting agent and will cover and AST check, a property visit, smoke alarm check, and a new AST.	£300+VAT	£360
RENT REVIEW FEE.	£25+VAT	£30

The following services are optional:

SMOKE/CARBON MONOXIDE ALARMS. Arranging check.	£50+VAT	£60
SMOKE/CARBON MONOXIDE ALARMS. Checking on first day of tenancy.	£25+VAT	£30
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 an 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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Landlord Fees 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 Fully Managed Service described above, unless otherwise stated.

RENT COLLECT SERVICE	FEE	TOTAL <i>inc</i> VAT
SET UP FEE	£300+VAT	£360
MONTHLY MANAGEMENT FEE (percentage of the monthly rent). 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. This fee covers advising all utility providers of any tenancy changes.	10%+VAT	12%

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

INVENTORY FEE	See separate schedule	
DEPOSIT REGISTRATION FEE	£40+VAT	£48
CHECK OUT FEE (Landlord's Share). The check out 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. The tenant also pays a share of this fee.	£120+VAT	£144
GAS SAFETY CERTIFICATE	£20+VAT	£24
RENEWAL FEE (Landlord's Share)	£100+VAT	£120
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 check.	£50+VAT	£60
SMOKE/CARBON MONOXIDE ALARMS. Checking on first day of tenancy.	£25+VAT	£30
EPC	£100+VAT	£120
ADDITIONAL RIGHT TO RENT CHECK. Further Right to Rent Checks service payable when a repeat check is required during each tenancy for occupants with Time Limited Right to Rent.	£50+VAT	£60
WATER AND BACTERIAL TESTING.	£120+VAT	£144
PAT & ELECTRICAL TESTING.	£20+VAT	£24

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Landlord Fees TENANT FIND

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For Your Move's Tenant Find Service there is a **Set Up Fee equal 9.6% (8% + VAT) of the rent for the term** and there is a **minimum fee of £600 (£500+VAT)**. Some examples of these fees incl. VAT at differing rent amounts and for different tenancy lengths are set out below.

TENANT FIND SERVICE								
	6 MONTH TERM				12 MONTH TERM			
RENT PER CALENDAR MONTH	£450	£600	£800	£1,200	£450	£600	£800	£1,200
SET UP FEE	£600	£600	£600	£692	£600	£692	£922	£1,382

The set up 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, then 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.

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

INVENTORY FEE.	See separate schedule	
DEPOSIT REGISTRATION FEE.	£40+VAT	£48
CHECK OUT FEE (Landlord's Share). The check out 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. The tenant also pays a share of this fee.	£120+VAT	£144
GAS SAFETY CERTIFICATE	£20+VAT	£24
RENEWAL FEE (Landlord's Share) 9.6% (8%+VAT) for each further fixed term with a minimum of £600 (£500+VAT).		
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 check.	£50+VAT	£60
SMOKE/CARBON MONOXIDE ALARMS. Checking on first day of tenancy.	£25+VAT	£30
EPC	£100+VAT	£120
WATER AND BACTERIAL TESTING.	£120+VAT	£144
PAT & ELECTRICAL TESTING.	£20+VAT	£24

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Inventory Fees

FURNISHED or UNFURNISHED		FEE	Total inc VAT
Inventory:	1 bedroom	£110+VAT	£132
	2 bedrooms	£120+VAT	£144
	3 bedrooms	£130+VAT	£156
	4 bedrooms	£140+VAT	£168
	5+ bedrooms	£150+VAT	£180