



Landlord Fees Schedule



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HG Premier Lettings Wigan



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HG Premier Lettings Preston

Levels of Service

	Premium managed: 13% of rent (+ VAT)	Standard managed: 10% of rent (+ VAT)	Tenant find: 100% of PCM rent (+VAT)
Complete a comprehensive market appraisal & agree the rental value.	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents.	✓	✓	✓
Advise on refurbishment requirements.	✓	✓	✓
Market the property and advertise on the HG Premier Lettings website and social media.	✓	✓	✓
Carry out accompanied viewings.	✓	✓	✓
Find, reference, & agree new tenants.	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant).	✓	✓	✓
Collect and remit initial month's rent.	✓	✓	✓
Provide tenants with method of payment.	✓	✓	✓

Levels of Service

	Premium managed: 13% of rent (+ VAT)	Standard managed: 10% of rent (+ VAT)	Tenant find: 100% of PCM rent (+VAT)
Deduct any pre-tenancy invoices.	✓	✓	✓
Make any HMRC deduction and provide the NRL8 (if relevant).	✓	✓	✓
Advise utility providers of changes.	✓	✓	
Agree collection of shortfall payment.	✓	✓	
Demand, collect, & remit rent.	✓	✓	
Arrange monthly landlord statements.	✓	✓	
Pursue non-payments and provide advice on rent arrears.	✓	✓	
Carry out property inspection 2-3 months from move-in and notify the landlord of outcome.	✓	✓	
Arrange repairs and instruct contractors.	✓	✓	
Place all tenancy deposits in a tenancy deposit protection scheme.	✓	✓	
Guaranteed rent if non-payable by tenant. (Please discuss further with office staff.)	✓		

Additional Non-Optional Fees & Charges

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (in addition to the costs of the item itself), if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (10 years) - £80 (+ VAT).
- Gas Safety Certificate (12 months) - £80 (+ VAT).
- Electrical Installation Condition Report Certificate (5 years) - TBC on-site by the electrician.
- Installing smoke alarm - £60 (+ VAT) per alarm.
- Installing carbon monoxide detector - £60 (+VAT) per alarm.

START OF TENANCY FEES (MANAGED)

- Set-up fees - 50% of PCM rent (+ VAT). This includes referencing for up to two tenants (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 and arranging the signing of the tenancy agreement.
- Guarantor fees - £30 (+ VAT). This covers credit referencing and preparing a Deed of Guarantee (as part of the tenancy agreement).
- Deposit registration fees - £50 (+ VAT). This covers registering the deposit in a government authorised scheme and providing the tenant(s) with the deposit certificate and prescribed information. This also covers any disputes at the end of the tenancy, including 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.
- Additional property inspection fee - £20 (+ VAT). We will conduct additional property inspections during the tenancy period, on top of those already agreed. (The first inspection is included in the managed package only.)
- Permitted occupier fees - £20 (+ VAT). This covers explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Additional Non-Optional Fees & Charges

START OF TENANCY FEES (TENANT FIND).

- Tenant find - 100% of PCM rent (+ VAT). We advertise your property, manage enquiries, and conduct viewings. Once we find an applicant, we complete all credit and reference checks. If the applicant is successful, we complete a photographed move-in inventory and tenancy agreement.
- Deposit registration fees - £50 (+ VAT). This covers registering the deposit in a government authorised scheme and providing the tenant(s) with the deposit certificate and prescribed information. It also covers any disputes at the end of the tenancy, which includes 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.
- Permitted occupier fees - £20 (+ VAT). This covers explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.
- Move-out inspection fee - £100 (+ VAT). We will complete a move-out inventory and arrange handover of property keys.

DURING TENANCY FEES

- Right-to-rent follow-up check - £20 (+ VAT). This covers undertaking a repeat check in-person in line with the Immigration Acts 2014 & 2016.
- Renewal fees - £90 (+ VAT). This covers contract negotiation, amending and updating terms, and arranging for the signing of a further tenancy agreement.
- Landlord withdrawal fees - 2x months management fees (+ VAT). 6-month tie in clause, with a minimum of 30 days' written notice, after the initial 6-month term. This covers the costs associated with advising the tenant on the change and the position of 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 end to the landlord.

Additional Non-Optional Fees & Charges



END OF TENANCY FEES

- Check-out fees - £0 (+ VAT). This covers attending the property to undertake an updated Schedule of Condition based on the original inventory, and negotiating the repayment of the security deposit.
- Fees for the service of legal notices (Section 8 or Section 21) - £50 (+ VAT) per notice.
- Fees for the service of abandonment notices - £50 (+ VAT) per notice.

FINANCIAL CHARGES

- Submission of non-resident landlord receipts to HMRC - £0 (+ VAT) quarterly. This covers remitting and balancing the financial return to HMRC on both a quarterly and annual basis.
- Additional HMRC reporting fees - £0 (+ VAT) per request. This covers responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC.
- Providing an annual income and expenditure schedule - £0 (+ VAT). This will give you a summary of your income and expenditure for year end to help with your self-assessment tax return; we include a partially pre-filled copy of the Landlord & Property section of your return in this.

OTHER FEES AND CHARGES

- One-off landlord payment fees: £25 (+ VAT). Should the landlord request a payment outside the agreed timescale within the terms of business, this covers the costs of providing a one-off payment. This is an additional charge, payable on a convenient day mid-month.
- Vacant property management fees: £20 (+ VAT). This covers the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.