

# RESIDENTIAL LANDLORDS ASSOCIATION

## Initial charges

1. Fixed charge to the landlord for arranging a letting (if any) – **Sum equivalent to one month's rent**

2. Commission charge to the landlord for arranging a letting [ ]% of rents receivable based on a period of [ ] months. **Nil**

3. Administration charge for arranging a letting.

Landlord - £ **Nil**

Tenant - £ **100.00**

Note: Insert services covered by any administration charge -

4. Administration charge relating to deposit protection.

Landlord - £ **Nil**

Tenant - £ **Nil**

5. Charge for arranging a guarantee (if required).

Landlord - £ **Nil**

Tenant - £ **40.00 per additional reference required**

6. Inventory fees payable by

Landlord - £ **Nil**

Tenant - £ **Nil**

The rest of this Check List for Managing/Letting Agent's Fees and Charges covers ongoing charges for management, renewals, assignment of tenancies, changes during tenancy and termination associated costs. Please sign-in to access the whole guide. Alternatively if you're not already a guest member, you can join today for free!

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## Ongoing charges for management

7. Fixed charge to the landlord for management of the property (if any) – 10% of monthly rent

Payment: monthly

8. Commission payable by the landlord for managing the property 10% of rents actually received

## Renewals

9. Charges to landlord for renewing tenancy when it expires with the existing tenant renewing. Fixed fee (if any) £ 50.00

Commission % of rent for months.

10. Charge to existing tenants for renewal of existing tenancy.

11. If re-letting the property when it is vacant are the charges the same as those itemised above under the initial charges Yes – If re-let within a 12 month period fee reduced to £300.00

If not, specify any difference in charges.

12. Charges to the landlord if renewal is effected where at least one tenant remains but a new tenant/s is/are introduced.

Fixed fee (if any) £ 50.00

Commission 10% of rent for currency of the Lease.

13. Charge to a tenant if at least one of the existing tenants continues and a new tenant/s is/are introduced £ 50.00

## Assignment of tenancy/transfer of tenancy where it is ongoing

14. Charge to the landlord for assignments etc if tenancy is transferred whilst it continues £ Nil

15. Charge to the tenant for assignment etc if tenancy is transferred whilst it continues £150.00

## Charges during tenancy

16. Charges for arrears letters/notification

Landlord - £ Nil

Tenant - £12.00

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17. Charges for letters/notification relating to other tenancy breaches

Landlord - £ Nil

Tenant - £ Nil

18. Charges for statutory notices e.g. Section 21 or Section 8

Landlord - £ Nil

Tenant - £ Nil

19. Charges for dishonoured payments, e.g. cheques bounced and credit card payments dishonoured

Landlord - £ 12.00

Tenant - £ 12.00

20. Charges for inspections

Landlord - £ Nil

Tenant - £ Nil

Where a tenant has to pay a charge for an inspection please state circumstances in which tenant is required to pay- N/a

21. Interest charges payable on late payments. 4% above Bank of England base rate per day

22. Charges for failure to return keys/change locks

Landlord - £ Nil

Tenant - £ 50.00 per lock

23. Charges for call outs

Landlord - £ Nil

Tenant - £ Nil - Provided the fault has not been caused by the tenant. In this circumstance the tenant will be charge the cost of the repair.

24. Other charges (please specify with amounts)

**Termination**

25. Fee for inventory on vacating property.

Landlord - £ Nil

Tenant - £ Nil

26. Any charges for release of deposit

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Landlord - £ Nil

Tenant - £ Nil

27. Tenancy deposit dispute adjudication charges for administering process

Landlord - £ Nil

Tenant - £ Nil

### **Other services/charges**

Please detail any other charges for services which are not referred to above including amount and circumstances when payable.

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