



Thornley Groves

LANDLORD FULL SCHEDULE OF FEES

LANDLORD FEES		
CORE FEES	Letting Service	Managed Service
Upfront Marketing Fee payable from 1 st months’ rent	60% of First Month's Rent Inc. VAT (net 50%) Subject to Minimum £594 (net £495)	90% of First Month's Rent Inc. VAT (net 75%) Subject to Minimum £780 (net £650) Manchester City Centre & Student Hub 90% of First Month's Rent Inc. VAT (net 75%) Subject to Minimum £900 (net £750)
Service Fee payable monthly	7.2% (net 6%)	14.4% (net 12%)
Referencing Fee payable from 1 st months rent	1 tenant - £104.40 (net £87) 2 tenants - £181.20 (net £151) 3+ tenants £253.20 (net £211) Guarantor - £104.40 (net £87)	1 tenant - £84 (net £70) 2 tenants - £128.40 (net £107) 3+ tenants - £226.80 (net £189) Guarantor - £84 (net £70)
Management Takeover Fee	£300 (net £250)	£300 (net £250)
ADDITIONAL FEES MAY APPLY	Letting Service	Managed Service
Initial Deposit Registration	£90 (net £75)	£60 (net £50)
Renewing Deposit Registration in Subsequent Years	£102 (net £85)	£84 (net £70)
Deposit Dispute Submission	£90 (net £75)	£90 (net £75)
Withdrawal Fee for Failed Tenancy Start	£300 (net £250)	£300 (net £250)
Withdrawal Fee After 6 months (1 Month Written Notice)	£300 (net £250)	N/A
No Deposit Scheme	£60 (net £50) per annum	£60 (net £50) per annum
Compliance Checks and Certificates		
Gas Safety Record	£99 (net £82.50)	
Gas Safety Record & Smoke Alarms/Carbon Monoxide Certificate	£118.99 (net £99.16)	
Heating and Hot Water Annual Servicing	£118.80 (net £99)	
Electrical Installation Condition Report (EICR)	£270 (net £225)	
Portable Appliance Test (PAT)	£115 (net £95.83)	
EICR & PAT	£320 (net £266.67)	
Legionella Risk Assessment	£99.90 (net £83.25)	
Energy Performance Certificate (EPC)	£118.80 (net £99)	
Obtaining Head Lease	£45 (net £37.50)	
Gas Safety Record	£99 (net £82.50)	
Compliance Packs (of monthly rental income)		
Compliance Package A includes Gas Safety Record Portable Appliance Test Smoke and Carbon Monoxide Certificate Legionella Risk Assessment	Compliance Package A (properties with Gas) £263.89 (net £219.91) Compliance Package A (properties with Gas) +EICR (includes an EICR at a reduced rate of £250inclusive of VAT) EICR £513.89 (net £428.24)	
Compliance Package B includes Portable Appliance Test Smoke and Carbon Monoxide Certificate Legionella Risk Assessment	Compliance Package B (properties without Gas) £184.89 (net £154.07) Compliance Package B (properties without Gas) +EICR (includes an EICR at a reduced rate of £250inclusive of VAT) EICR £434.89 (net £362.41)	
Rent and Legal Protection		
£0 – £500	£40.80 (net £34)	
£501 - £1000	£42 (net £35)	
£1001 - £1500	£44.40 (net £37)	
£1501 – £2000	£44.40 (net £37)	
£2001 - £2500	£45.60 (net £38)	
£2501 - £3000	£50.40 (net £42)	
£3001+	3% plus VAT of the monthly rent - eg. 3% plus VAT of £3,500 pcm = £126 (net £105)	
Property Condition Assessments		
Inventory and Schedule of Condition on Property 1-4 Bedrooms	£238.80 (net £199)	No additional charge
Inventory and Schedule of Condition on Property 5+ Bedrooms	Individually quoted	No additional charge
Inventory and Checkout Bundle	£360 (net £300)	No additional charge
Check out inspection	£238.80 (net £199)	No additional charge
Accounts		
Providing Copy of Monthly Statement BY POST	£30 (net £25)	
Providing an Annual Statement for Tax Assessment	£70.80 (net £59)	
Penalties Levied on or by the Agent Due to a shortfall of funds	3% above Barclays Lending Rate	
Submission of Non-Resident Landlord receipts to HMRC, to remit and balance the financial return to HMRC quarterly	£120 per quarter (net £100)	

Misc	Letting Service	Managed Service
Court / Bailiff Attendance (First 2 hours)	£144 (net £120)	
Court / Bailiff Attendance (For Each Additional Hour)	£54 (net £45)	
Legal Documentation	£180 (net £150)	
Completing a Statutory Declaration	£24 (net £20)	
Visit to Property to Locate Meter or Access	£54 (net £45)	
Caretaking of Empty Property at the Request of the Landlord (Please note: This service is not available for Let Only properties.)	£54 (net £45)	
Arranging and Supervising Major Building or Refurbishment Work (Please note: Thornley Groves employees are NOT qualified / trained Project Managers. This service is only available on Managed properties.)	12% of the total cost of the works (net 10%)	
Dealing with Disputes from Non-Housing Act Tenancies (The Tenancy Deposit Scheme will make its independent alternative dispute resolution service available to you as our client.)	£600 (net £500) or 12% (net 10%) of the deposit, whichever is greater	
Additional Keys	£35 (net £29.17)	
Rent Review Fee Review & Service of Section 13	£270 (net £225)	£252 (net £210)
Preparing & Serving Section 8 Notice	£144 (net £120)	£144 (net £120)
First Tier Tribunal	£240 (net £200)	
Float	£360 (net £300)	
HMO		
Licence application fee (HMO/Additional/Selective)	£348 (net £290)	
Floorplan	£99 (net £82.50)	
Fire Risk Assessment	£312 (net £260)	
Fire Detection Certificate	£174 (net £145)	
Fire Blanket Installation	£90 (net £75)	
Emergency Lighting Certificate	£162 (net £135)	
Fire Detection and Emergency Lighting	£250 (net £208.33)	
Fire Fighting Equipment Annual Service	£114 (net £95)	
Change of Sharer	£300 (net £250)	
AML Fees		
Landlord Check	£21 (£17.50 net) per person	
Tenant Check	£21 (£17.50 net) per person	
Proof of Ownership	£24 (£20 net)	

