YOUR MOVE
www.your-move.co.uk

Client Money Protection (CMP) provided by: ARLA	Independent Redress provided by: TPOS

LANDLORD FEES

Fees vary depending on our 3 service levels (Fully Managed, Rent Collection or Tenant Find.)
All fees quoted below are **inclusive of VAT.**

FULLY MANAGED SERVICE

Set Up Fee	£300 (£250 + VAT)

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 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.

Monthly Fee (percentage of the monthly rent)	14.4% (12% +VAT)

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.

Deposit Registration Fee	£24 (£20 + VAT)

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.

Inventory Fee	*See separate schedule*

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.

Renewal Fee (Landlord's Share)	£120 (£100 + VAT)

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.

Check Out Fee (Landlord's Share)	£120 (£100 +VAT)

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.

Gas Safety Certificate	£24 (£20 + VAT)
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.	

Additional Contractor Quotes	£24 (£20 + VAT)
If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	

Arrangement Fee for Works over £200	12% of the works' invoice (10% + VAT)
When the invoice for essential work exceeds £200, a fee of 12% + 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	£30 quarterly (£25 + VAT)
Annual submission of non-resident Landlords to HMRC	£60 (£50 + VAT)
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.	

Additional Property Visits	£24 (£20 + VAT)
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.	

Court Attendance	£36 per hour + expenses (£30 + VAT)
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.	

Withdrawal Fee	Actual Costs Incurred + VAT
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	**1 calendar month's rent + VAT**
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.	

Dispute Fee	£60 (£50 + VAT)
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.	

Specific Site Visit	£30 (£25 + VAT)
When a Landlord requests a specific visit in order to assess a maintenance requirement.	

Refurbishment /Improvement fee	£30 (£25 + VAT)
Payable at the time of instruction if quotes are required for refurbishment of the property	

RENT COLLECT SERVICE

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.

Set Up Fee	**£300 (£250 + VAT)**
Monthly Management Fee (percentage of the monthly rent)	**12% (10% + VAT)**
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.	

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

Inventory Fee	***See separate schedule***
Deposit Registration Fee	**£24 (£20 + VAT)**
Check Out Fee (Landlord's Share)	**£120 (£100 + VAT)**
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.	
Gas Safety Certificate	**£24 (£20 + VAT)**
Renewal Fee (Landlord's Share)	**£120 (£100 + VAT)**
Rent Review Fee	**£30 (£25 + VAT)**
Quarterly Submission of non-resident Landlords to HMRC	**£30 quarterly (£25 + VAT)**
Annual submission of non-resident Landlords to HMRC	**£60 (£50 + VAT)**

TENANT FIND SERVICE

For Your Move's Tenant Find Service there is a **Set Up Fee equal to 9.6% (8% + VAT) of the rent for the term** and there is a **minimum fee of £510 (£425 + VAT)**. Some examples of these fees incl. VAT at differing rent amounts and for different tenancy lengths are set out below.

	Rent per calendar month							
	6 month term				12 month term			
	£450	£600	£800	£1,200	£450	£600	£800	£1,200
Set Up Fee	**£510**	**£510**	**£510**	**£692**	**£519**	**£692**	**£922**	**£1,382**

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, 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.

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

Inventory Fee	***See separate schedule***
Deposit Registration Fee	**£24 (£20 + VAT)**
Check Out Fee (Landlord's Share)	**£120 (£100 + VAT)**
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. The tenant also pays a share of this fee.	
Gas Safety Certificate	**£24 (£20 + VAT)**
Renewal Fee (Landlord's Share)	**9.6% (8% + VAT) for each further fixed term with a min. of £425 (£510 + VAT)**
Rent Review Fee	**£30 (£25 + VAT)**
Quarterly Submission of non-resident Landlords to HMRC	**£30 quarterly (£25 + VAT)**
Annual submission of non-resident Landlords to HMRC	**£60 (£50 + VAT)**

Your Move's Inventory fees

UNFURNISHED Properties		FEE PAYABLE	Net Fee+VAT
Inventory:	1 bedroom	**£132**	£110+VAT
	2 bedrooms	**£144**	£120+VAT
	3 bedrooms	**£156**	£130+VAT
	4 bedrooms	**£168**	£140+VAT
	5 plus bedrooms	**£180**	£150+VAT

FURNISHED Properties		FEE PAYABLE	Net Fee+VAT
Inventory:	1 bedroom	**£132**	£110+VAT
	2 bedrooms	**£144**	£120+VAT
	3 bedrooms	**£156**	£130+VAT
	4 bedrooms	**£168**	£140+VAT
	5 plus bedrooms	**£180**	£150+VAT

MAY 2015

YOUR MOVE is a trading name of your-move.co.uk Limited, registered in England at Newcastle House, Albany Court, Newcastle Business Park, Newcastle upon Tyne NE4 7YB (number 01864469).

We are members of The Property Ombudsman (TPO), there to protect your interests and we abide by the TPO code of conduct.

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Part of the LSL Property Services plc Group

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