

FULL MANAGEMENT SERVICE SCALE OF CHARGES

FULL MANAGEMENT SERVICE FEE SCALE	FEE INCLUDING VAT	FEE EXCLUDING VAT	Conditions/Comments
Management Commission	14.4% inc VAT	12.00% exc VAT	Variable dependent on rent. This charge will still be payable where the landlord offers any reduction in rent to the tenant for maintenance or other issues.
Letting Fee	£498 inc VAT	£415 exc VAT	Includes inventory, check in and check out. Due from the first month's rent once a new tenant has moved in.
Compliance Fee	£23.99 inc VAT	£19.99 exc VAT	Payable per property per month ensuring compliance with existing regulation, fees for arranging regulatory works (during tenancy), ongoing licensing compliance and visits, AML/Sanctions checks, Land Registry downloads, and registration of TDS deposit.
LEGISLATIVE/REGULATORY CHARGES			
Gas Safety Certificate (GSC)	£90 inc VAT	£75 exc VAT	See description of charge on Page 3.
Electrical Installation Condition Report (EICR)	£180 inc VAT	£150 exc VAT	See description of charge on Page 3.
Energy Performance Certificate (EPC)	£90 inc VAT	£75 exc VAT	See description of charge on Page 3.
Portable Appliance Testing (PAT) (Up to 10 appliances)	£108 inc VAT	£90 exc VAT	See description of charge on Page 3.
Smoke/Carbon Monoxide Install Fee	£75 inc VAT	£62.50 exc VAT	Assuming a standard installation.
LANDLORD LICENSING			
Landlord Licensing ADMIN Fee	£120 inc VAT	£100 exc VAT	Applies only to a fully managed property. This fee is for the application/management of any license required by Liverpool City Council (LCC) and EXCLUDES any charge levied by LCC for the license.
OTHER FEES AND CHARGES			
Works Admin Charge (Works over £1000)	12% inc VAT	10% exc VAT	Charged on any works carried out/organised by City Residential between tenancies/when property is vacant and where the total cost of all works exceeds £1000.
Deposit Adjudication Fee	£120 inc VAT	£100 exc VAT	Charged when a landlord requests a deposit is sent to adjudication against the advice of City Residential
Additional Inspection	£60 inc VAT	£50 exc VAT	In addition to any normal inspections.
Termination Fee	One month's rent inc VAT		If exiting this agreement during an existing tenancy.
ACCOUNTING/FINANCIAL CHARGES			
Duplicate Statement Copies or periodic statement request	£24 inc VAT	£20 ex VAT	Any request for duplicate statement copies or a periodic statement for specific dates (i.e tax year) NOTE: Statements can be downloaded from PropertyFile
Bank Charges	see notes	see notes	Any charges incurred by City Residential for payments to international accounts will be recovered at cost
HMRC Non-Resident Landlord Fee	£36 inc VAT	£30 ex VAT	Payable each quarter once submission processed.
ANTI MONEY LAUNDERING/IDENTIFICATION CHARGES (for all landlords whether management, rent collection or TFO)			
Individual Owner	£12 inc VAT	£10 exc VAT	This charge is for an individual owner. If there are multiple owners, the charge will apply to each owner
UK Based Owner we have not met in person	£22 inc VAT	£18.33 exc VAT	This charge is for an individual owner. If there are multiple owners, the charge will apply to each owner
Non-UK based individual owner	£30 inc VAT	£25 exc VAT	
Sole Trader/Partnership/PLC/Other Owner	£20 inc VAT	£16.67 exc VAT	Charge just for the Sole Trader/Partnership
Partnership owners/partners for each owner	£12 inc VAT	£10 exc VAT	In addition to sole trader/partnership charge
Ltd Company Owner	£36 inc VAT	£30 exc VAT	Charge just for the Ltd Company
Ltd Company Owner Directors each owner	£12 inc VAT	£10 exc VAT	In addition to the Ltd company charge
RENT GUARANTEE (Optional)			
Rent Guarantee	£500 inc VAT	£416.67 exc VAT	This fee is subject to an annual review and is subject to change and is based upon the cost of the actual insurance supplied to us.
Rent Guarantee Claim Process Fee	£180 inc VAT	£150 exc VAT	Payable on any rent guarantee claim once the claim has been processed and guarantee rent received.
Court Attendance Fee	£300 inc VAT	£250 exc VAT	Payable per court attendance day.