

HMO Additional Letting Fees

Payable by a tenant

Set up fee: £120 inc. VAT per Tenant

Student set up fee is charged at £120 inc. VAT.

Includes the full cost of referencing all of the tenants that will form part of the tenancy and will cover:

- Checking credit status;
- Previous employer;
- Current or past landlords; and
- Any other information to help assess the affordability of the application.

Some landlords ask Peace of Mind Lettings to produce an inventory for their property before the move in. Where this applies, the cost is split between the landlord and tenant, and is included in the setup fee.

Inventory documentation will detail the fixtures, fittings and condition of a property prior to the commencement of a tenancy; this will subsequently provide the basis for settlement in a deposit dispute. If an inventory is inadequate or non-existent then a deposit adjudicator is likely to award the deposit to the outgoing tenant, leaving a landlord out of pocket for any dirt or damage that is left behind.

Guarantor reference fee is charged at £120 inc. VAT

Company referencing is charged at £300 inc. VAT

Tenancy Renewal is charged at £20 inc. VAT

Saturday move-in is charged at £60 inc. VAT

Change of sharer on tenancy agreement £60 incl VAT

Request for written agency reference £30 incl VAT

Payable by a landlord

Many landlords require upgrades to their package, below are Peace of Mind Lettings outlined fees for these services. A full breakdown of our charges and fees can be found in our Lettings Guide and Agreement.

Tenancy Agreement: £30 inc. VAT

Peace of Mind Lettings can assist in producing an agreement for your forthcoming tenancy. We can also help in providing guarantor deeds if necessary, as well as the prescribed information and leaflets required by your chosen deposit protection service.

For this service, an upfront payment of £30 inc. VAT is required. This is not applicable to our letting services PAY-AS-YOU-GO Set Up, Tenant Find, Rent Collection, Fully Managed or Guaranteed Rent where this service is already included.

Energy Performance Certificate (EPC): £84 inc. VAT

It is a legal requirement that all properties advertised for sale or let in the UK have an EPC. This certificate contains information about a property's energy use and typical costs, along with recommendations about how to reduce energy use and save money.

Should you wish to organise this yourself, we would request this is organised within the first seven days of instructing Peace of Mind Lettings.

Peace of Mind Lettings can arrange for an accredited assessor to attend your property and produce the certificate for £84 inc. VAT.

Inventory fee (50%): from £35 inc. VAT

Inventory documentation will detail the fixtures, fittings and condition of a property prior to the commencement of a tenancy, this will subsequently provide the basis for settlement in a deposit dispute. If an inventory is inadequate or non-existent then a deposit adjudicator is likely to award the deposit to the outgoing tenant, leaving a

landlord out of pocket for any dirt or damage that is left behind. Peace of Mind Lettings highly recommends that landlords commission a professional inventory.

Inventory fees charged (50%):

Single room, £35 unfurnished/£40 furnished inc. VAT

Double room, £35 unfurnished/£40 furnished inc. VAT

Double room with ensuite, £40 unfurnished/£45 furnished inc. VAT

Self contained unit with kitchenette, £45 unfurnished/£50 furnished inc. VAT

Check-in: £35 inc. VAT

Interim inspection: £35 inc. VAT

Check-out: £45 inc. VAT

This is not applicable to our letting services Fully Managed or Guaranteed Rent where this service is already included.

Rent review: £30 inc. vat

A rent review will entail a full evaluation of the local property market and recommendation as to whether the rental value is still in line with local comparables. The cost also covers the administration costs involved with implementing a rent increase if necessary.

This service will be charged at £30 inc. VAT.

Gas Safety Certificates: £90 inc. VAT

All gas appliances and associated pipework and flues should be maintained to ensure they are safe to use. An annual inspection by a qualified registered Gas Safe gas engineer is now a requirement of law under The Gas Safety (Installation and Use) Regulations 1998.

Peace of Mind Lettings can arrange for a Gas Safe engineer to visit the property in a timely fashion and carry out the required certificate at a cost of £90 inc. VAT.

This is not required if no gas supply is present at the property.

Electrical Inspection Condition Report (EICR) and Portable Appliance Testing (PAT)

Electrical supply and appliances within a property must be 'safe'. All electrical appliances must be checked at regular intervals for defects (e.g., frayed wiring, badly fitted plugs etc...). Peace of Mind Lettings can arrange for a qualified electrician to attend The

Property and provide a full Electrical Inspection Condition Report and Portable Appliance Testing.

Peace of Mind Lettings strongly recommend you conduct an EICR every five years and PAT annually. This should be carried out by a qualified electrical engineer. Records of these checks conducted at the property should be retained and provided for inspection if required.

The cost will be calculated at £200 inc. VAT for the first 6 circuits and 6 appliances, £30 inc. VAT for each additional circuit and £5 inc. VAT each additional appliance thereafter.

Legionnaires Risk Assessment - £90 inc. VAT

Recent changes in Approved Code of Practice L8 which tells you how to comply with Health and Safety legislation, means that Landlords must carry out a Legionella Risk Assessment of rented properties.

You are free carry out this assessment yourself.

Should you feel a professional assessment is required, Peace of Mind Lettings will arrange for the attendance of an assessor to The Property who will produce a full risk assessment report (note, this may be carried out after the initial tenancy has begun). This will be charged at £90 inc. VAT.

Peace of Mind Lettings does not accept any liability in the case of any issue arising from non-compliance in this area.

Further Services Payable by a Landlord

Only landlords who are on the PAY-AS-YOU-GO or Rent Collection services may use the outlined services below. These services are already included in Fully Managed and Guaranteed Rent management services.

Advertising for potential tenants: £50 inc. VAT per tenant

We will prepare an advert for your room-to-let to include description and photographs on Sparesroom, and keep the advert running until the tenancy is filled. This is only applicable to PAY-As-YOU-GO service. This is already included in our other services.

Viewings of potential tenants: £10 inc. VAT per viewing

Peace of Mind Lettings will carry out all viewings on The Property at the fee of £10 per viewing. This is only applicable to PAY-As-YOU-GO service. This is already included in our other services.

HMO Regulatory Inspections: £20 inc. VAT per visit

HMOs require frequent regulatory inspections in order to keep up with the condition and safety of the property. Copies of the regulatory inspection report will be forwarded to The Landlord.

Room Inspections: £10 inc. VAT per room, per visit

Room inspection reports will be undertaken and any issues detected from the visits will be highlighted within and notified to the landlord by email

Issuing of Legal Notices (eg. Section 8, Section 21): £30 inc. VAT per notice

Peace of Mind Lettings can issue all legal notices, such as serving Section 8 or Section 21 notices when applicable.

Rent collection: £5 inc. VAT per tenant per month

Peace of Mind Lettings will endeavour to collect the rental payments from the tenants as detailed in the Tenancy Agreement. Payment to you will be made on the 8th of every month. Any non-payments will be notified to The Landlord. Rent collection fee is collected by monthly standing order. This is only applicable to PAY-As-YOU-GO service.

Rent Arrears: £10 inc. VAT per chase

Should you wish Peace of Mind Lettings to chase your rent arrears, we charge £10 per chase, by phone or email. Copies of emails forwarded to The Landlord. This is only applicable to PAY-As-YOU-GO service.

Maintenance Management: £25 inc VAT fee plus 10% commission fee

We can help you with your maintenance and management of your property. To obtain quotes/ instruct contractors we charge a fee of £25. A commission fee of 10% is added on the work delivered. Eg. Quote = £60. Fee is therefore £25 + £6 = £31, Total = £91 inc. VAT

Call Out Fee: £59 inc. VAT

This fee will be used for emergency call outs, or any call out when requested by The Landlord that doesn't fall part of our outlined services.

Deposit Resolution: £30 inc. VAT

We will hold the deposit in our DPS account, and should there be a dispute at the end of the tenancy we will try to resolve the dispute before its submission to DPS' resolution service. Should there be no dispute at the end of the tenancy, Peace of Mind Lettings will keep any amount agreed as a deduction where expenditure has been incurred or repay the whole balance of the deposit in accordance with the terms and conditions of the tenancy agreement. Repayment will be made within 10 working days of us receiving the written consent of both parties to release the deposit.