



Landlord Fees

All fees are inclusive of any VAT requirements applicable

Description	Polkadot Tenant Find	Polkadot Full Management
Tenant Find <ul style="list-style-type: none"> • Market appraisal • Marketing your property • Negotiating tenancy terms • Tenant referencing • Right to Rent checks • Preparing tenancy agreement • Collection of initial deposit and rent • Registration of deposit with DPS • Arranging Energy Performance Certificate (EPC) • Arranging Gas Safety Certificate • Full inventory arrangements • Move in 	£350	£350
Full Management <ul style="list-style-type: none"> • Rent processing during tenancy • Scheduled property visits (2 per annum) • First point of contact for tenant • Arrangement of contractors for repair/maintenance • Right to Rent follow up checks • Renewing safety certificates (Gas/EPC) • Negotiating renewal of tenancy • Chasing initial rent arrears from tenant • Notifying service providers of change of occupant • Assisting with end of tenancy settlements • Property refurbishment advice • Annual portfolio review 		8% of Monthly Rent (payable every month when rent is received)
Admin involved in the Tenancy Deposit Protection legislation or tenant disputes	£25	£0
Tenant Move Out	£100	£0
Renewal Fee	£100	£0
Takeover Management Fee (when Polkadot Lettings takes over management from a different letting agent)		£0
Serving of Section 21 Notice (No Fault Eviction)	£50	£0
Serving of Section 8 Notice (Eviction)	£50	£0
Serving of Section 13 Notice (Rent Increase)	£50	£0
Commission Fee on Contractors	£0	£0

Energy Performance Certificate	£60	£60
Electrical Installation Condition Report (EICR)	£130	£130
Gas Safety Certificate	£50-70	£50-70
Installation of Smoke and Carbon Monoxide Alarms	£75	£75
Negotiating addenda to the tenancy agreement (after tenancy has commenced)	£50	£50
Change of Sharer (when there is a tenant added/removed from a tenancy agreement)	£50	£50
Quarterly Submission to HMRC for Landlords living outside of the UK	£60	£60
Annual Submission to HMRC for Landlords living outside of the UK	£45	£45
Court Attendance (per day)	£200	£200
Withdrawal Fee (if Landlord withdraws from agreement before Tenancy begins)	£250	£250