



## Aspire Residential – Liverpool

### Fee Schedule

#### 1. Landlord Fees

Aspire Residential provide the following management services with fees available on application:

- Fully Managed Services - our management fee is calculated as an agreed% (plus VAT) of gross monthly rents received from your tenant;
- Find tenant only service – a fixed fee to include marketing of the property, viewings locating an appropriate tenant, referencing, drafting an AST and tenant check-in;
- Rent collection service – a fixed monthly fee for financial processing of rent.

In addition to our standard managed services, we offer the following services to help landlords prepare their property for rent and to assist in maintaining compliance with legislation and regulations. Should any further service (not presented below) be required, fees will be quoted based on the nature on the resources required.

Description of service	Fee (net VAT)	Fee (incl VAT)
New build Handover Service – undertake inspection for visible snagging and/or defects. Liaise with developer and their contractors to rectify any issues before occupation and prepare report (50% off first Inventory fee, if instructed)	£250	£300
Administration charge of setting up a new tenancy	£200	£240
Enhanced reference – annual (incl. £50k Legal Expenses Cover)	£30 per reference	£36 per reference
Inventory/Schedule of Condition - includes Check-Out report	£150	£180
Issuing new tenancy agreement upon renewal	£90	£108
Landlord licence application	£80	£96
Service of notices	From £25	From £30
Arranging an electrical installation condition report (every 5 years)	From £120	From £144
Arranging portable appliance testing (PAT) – recommended every 2 years – <i>Fee dependent upon number of appliances</i>	POA	POA
Arranging a gas safety certificate (where needed) annually	£80	£96

Replacing smoke or carbon monoxide alarm (s) (7-10 year alarms) – <i>Fee dependent upon number/type of alarm(s)</i>	POA	POA
Legionella risk assessment (every 2 years)	£80	£96
Energy performance certificate (EPC) (every 10 years)	£80	£96
Cutting a replacement key/new security fob	Cost plus £10.00 admin fee per item	Cost plus £12.00 admin fee per item
International payment transfer fee – <i>Subject to bank fees</i>	TBA	TBA
Non-resident/overseas landlord tax returns <ul style="list-style-type: none"> <li>• Quarterly return (each)</li> <li>• Annual return</li> </ul>	£50 £80	£60 £96

## 2. Tenant Fees

Further to the Tenant Fees Act 2019 fees are charged under certain circumstances in respect of “permitted payments” only.

Description of service	Fee (net VAT)	Fee (incl VAT)
Rent	Pursuant to tenancy agreement	Pursuant to tenancy agreement
Security deposit	Five weeks rent (to £50,000 p/a)  Six weeks rent (over £50,000 p/a)	Five weeks rent (to £50,000 p/a)  Six weeks rent (over £50,000 p/a)
Holding Deposit	One weeks rent	One weeks rent
Interest on late payment of rent	As provided for by tenancy agreement	As provided for by tenancy agreement
Administration charge for varying tenancy or changing tenants on request mid-term	£50	£60
Contractual Default Fees at cost	Reasonable and justified cost	Reasonable and justified cost