



## **Landlord Legal Services Our Fees**

## About Us

Kirwans deliver practical and effective legal advice to residential and commercial landlords across the UK.

Property can be an exciting and profitable investment. However, dealing with the legal processes that accompany it can be overwhelming.

With Kirwans, you have access to a multi-disciplinary legal practice with the expertise to navigate you through your legal responsibilities, providing you with peace of mind when it comes to compliance.

As a landlord, there may be times when disputes arise, from rent recovery and tenant eviction to licence and right to rent breaches. As leading litigators, we have extensive experience in resolving contentious matters as efficiently and cost-effectively as possible.

Obtaining legal advice from the outset can help to avoid timely and expensive errors. The right expertise can assist you with your investment and ongoing management of the property.

Whether you are a new or an experienced landlord, let Kirwans guide you in the right direction and put your property investments on the right track.

### Our Client Commitment

- Access to legal specialists
- Day to day support and advice
- Concise and honest advice tailored to your needs
- Regular updates ensuring you are fully informed
- Transparent pricing with no hidden costs
- Prompt and thorough response to enquiries

#### **Prenton**

363 Woodchurch Road  
Prenton,  
Wirral CH42 PE  
T: 0151 608 9078  
F: 0151 609 0030

#### **Moreton**

236-238 Hoylake Road  
Moreton  
Wirral, CH46 6AD  
T: 0151 677 3433  
F: 0151 641 8509

#### **Liverpool**

Suite 613, The Plaza  
100 Old Hall Street  
Liverpool L3 9QJ  
T: 0151 608 9078  
F: 0151 609 0030

## Stage 1: Consultation and Notice to Tenant

Initial Consultation and Advice	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Undertaking of instructions</li> <li>✓ Initial Advice</li> </ul>	Free	N/A

Notice – Section 21 (Housing Act 1988)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Review of Tenancy Agreement,</li> <li>✓ Consideration and advice on which Notice to Serve,</li> <li>✓ Client Care Letter: Tailored advice on timescales, costs, procedures and relevant considerations for the Landlord</li> <li>✓ Preparation and service of Section 21 Notice to Tenant</li> <li>✓ Preparation of covering letter to the Tenant</li> </ul>	£175.00 + VAT	<b>Only if required,</b> and limited to either: <ul style="list-style-type: none"> <li>i. Standard postal recorded delivery; or</li> <li>ii. Process server. (Cost to be agreed)</li> </ul>
<ul style="list-style-type: none"> <li>✓ Preparation of Section 21 Notice and covering letter to each additional Tenant</li> </ul>	£25.00 + VAT	Included in the above

Notice – Section 8 (Housing Act 1988)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Review of Tenancy Agreement,</li> <li>✓ Consideration and advice on which Notice to serve,</li> <li>✓ Client Care Letter: Tailored advice on timescales, costs, procedures and relevant considerations for the Landlord</li> <li>✓ Preparation and service of Section 8 Notice to Tenant including setting out grounds for eviction</li> <li>✓ Preparation of covering letter to the Tenant</li> <li>✓ Calculation of rent arrears and interest (if applicable)</li> </ul>	£200.00 + VAT	<b>Only if required,</b> and limited to either: <ul style="list-style-type: none"> <li>i. Standard postal recorded delivery; or</li> <li>ii. Process server. (Cost to be agreed)</li> </ul>
<ul style="list-style-type: none"> <li>✓ Preparation of Section 8 Notice and covering letter to each additional Tenant</li> </ul>	£25.00 + VAT	N/A

## Stage 2: Issue Possession Proceedings

Accelerated Possession Procedure (Possession Only)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Drafting of Claim Form and Particulars of Claim</li> <li>✓ Sending claim documents to Landlord for approval and signature</li> <li>✓ Making any amendments if necessary</li> <li>✓ Issue of Claim - Letter to Court</li> <li>✓ Receiving Notice of Issue from Court, updating Landlord and notifying of key dates</li> <li>✓ Preparing Possession Order request and covering letter to Court</li> <li>✓ Notifying Landlord of details of Possession Order</li> <li>✓ Chasing up Court if necessary</li> <li>✓ Dedicated point of contact to address Landlord queries</li> <li>✓ Updating parties throughout the procedure</li> </ul>	£500.00 + VAT	£391.00 (Issue Fee)

**Note:** Where a Defence and/or Counterclaim is raised, and/or if the Court should decide to list the matter for a hearing, charges for work including reviewing, advising and responding to the document and attending any hearing will be in accordance with the hourly rate fee structure unless otherwise agreed. The time spent will depend on the volume of documents, complexity and relevance of the points raised. Please be aware that there will be an advocate fee if a hearing is listed.

## Stage 2: Issue Possession Proceedings (Continued)

Standard Possession Procedure (Possession & Rent Arrears)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Drafting of Claim Form and Particulars of Claim</li> <li>✓ Sending claim documents to Landlord for approval and signature</li> <li>✓ Making any amendments if necessary</li> <li>✓ Issue of Claim - Letter to Court</li> <li>✓ Receiving Notice of Issue from Court, updating Landlord and notifying of key dates</li> <li>✓ Taking instructions on and preparing of Witness Statement on behalf of Landlord, setting out breach of tenancy agreement and steps taken by Landlord prior to commencing proceedings</li> <li>✓ Filing and service of Witness Statements and documents</li> <li>✓ Preparing instructions to Advocate to attend the possession hearing</li> <li>✓ Preparing N260 Statement of Costs</li> <li>✓ Notifying Landlord of details of Possession Order</li> <li>✓ Chasing up Court if necessary</li> <li>✓ Dedicated point of contact to address Landlord queries</li> <li>✓ Updating parties throughout the procedure</li> </ul>	£750.00 + VAT	£165.00 + VAT (Advocate Fee)  £391.00 (Issue Fee)

**Note:** Where a Defence and/or Counterclaim is raised, and/or if the Court should decide to list the matter for hearing, further charges for work including reviewing, advising and responding to the document and attending any additional hearing will be in accordance with the hourly rate fee structure unless otherwise agreed. The time spent will depend on the volume of documents, complexity and relevance of the points raised.

## Stage 3: Eviction

Eviction via County Court Bailiff	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Taking instructions as to whether Tenant(s) have vacated the Property</li> <li>✓ Drafting formal warrant request form and sending to Court</li> <li>✓ Receiving confirmation of eviction appointment from Bailiff and updating Landlord on date and procedure</li> <li>✓ Sending confirmation of Bailiff Appointment to the Court</li> <li>✓ Dedicated point of contact to address any queries from the Landlord or Bailiff</li> </ul>	£200.00 + VAT	£143.00 (warrant fee)
<ul style="list-style-type: none"> <li>✓ Dealing with any applications by the Tenant to suspend eviction appointments</li> </ul>	To be arranged on a case by case basis	N/A
<ul style="list-style-type: none"> <li>✓ Facilitating hand-back of keys</li> </ul>	Free	N/A

**Note:** In some cases an expedited High Court Bailiff appointment maybe required and further work in relation to this will be charged in accordance with the hourly rate fee structure unless otherwise agreed.

### Disclaimer

- If the tenant vacates the property before all steps in a section are carried out, we reserve the right to charge the full fixed-fee.
- The steps set out are the usual steps involved and represent our best predictions, based on previous experience with this type of claim. Litigation is unpredictable and it is impossible to account for everything that might happen.
- We reserve the right to amend the fixed-fees at any time. If any work is carried out outside of the fixed-fee, works will be charged for in accordance with our hourly rates unless agreed otherwise. We will endeavor to provide you with prior notice and cost estimates but this may not always be possible due to the urgency of the work. For example, if we receive an emergency application to suspend an eviction appointment.
- The hourly rate of our Fee Earners is reviewed on an annual basis and we will notify you in writing of any increased rate. VAT can be recovered if you are VAT registered.
- We accept no liability or responsibility for the extent or the accuracy of the documents/information supplied to us.
- This document has been prepared by us for the benefit of the named client and may not be disclosed to, used by or relied upon by any other person, firm or company without our written consent. We accept no responsibility by any other person, firm or company for the contents of this document.

## Contact Us

**For all your legal needs contact our team today**

E: [info@kirwans.co.uk](mailto:info@kirwans.co.uk)

T: 0151 608 9078

[www.kirwans.co.uk](http://www.kirwans.co.uk)