



## **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.

We can assist you with all Commercial and Residential Landlord & Tenant disputes including but not limited to:

### **Commercial Property Disputes:**

- Breach of covenant in lease
- Commercial rent arrears recovery (CRAR)
- Break clauses
- Service charge disputes/recovery
- Forfeiture proceedings
- Commercial lease disputes
- Dilapidation claims
- Disputed lease renewals or terminations
- Trespass and unlawful occupation claims
- Repossessions
- Landlord and Tenant 1954 Act

### **Residential Property Disputes:**

- Service charges

- Property damage, maintenance & repairs
- Rental deposits
- Breach of covenant
- Possession notices (Section 21, Section 8 notices) (see fixed fees that may apply overleaf)
- Residential possession claims (see fixed fees that may apply overleaf)

### Our Client Commitment

- Access to legal specialists
- Concise and honest legal 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

Notice – Section 21 (Housing Act 1988)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Initial review of relevant documents</li> <li>✓ Consideration on which Notice can be served, if any,</li> <li>✓ Preparation and service of Section 21 Notice to Tenant</li> <li>✓ Preparation of covering letter to the Tenant</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 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>✓ Initial review of relevant documents</li> <li>✓ Consideration on which Notice can be served, if any,</li> <li>✓ Preparation and service of Section 8 Notice to Tenant</li> <li>✓ Preparation of covering letter to the Tenant</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>✓ Review of relevant documents</li> <li>✓ Drafting of Claim Form and Particulars of Claim</li> <li>✓ Sending claim documents to Landlord for approval and signature</li> <li>✓ Letter to Court filing claim</li> <li>✓ Confirmation to client of court response</li> </ul>	£550.00 + VAT	£404.00 (Court Issue Fee)

## Stage 2: Issue Possession Proceedings (Continued)

Standard Possession Procedure (Possession & Rent Arrears)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> <li>✓ Review of relevant documents</li> <li>✓ Drafting of Claim Form and Particulars of Claim</li> <li>✓ Sending claim documents to Landlord for approval and signature</li> <li>✓ Letter to Court filing claim</li> <li>✓ Confirmation to client of court response/Notice of hearing</li> <li>✓ Request update from client of any developments since initial instruction and a copy of the up-to-date rent arrears schedule and ahead of court hearing</li> </ul>	£750.00 + VAT	£404.00 (Court Issue Fee)
<ul style="list-style-type: none"> <li>✓ Preparing instructions to Advocate to attend the possession hearing in court</li> </ul>	£150.00 + VAT	£200.00 + VAT (Legal Advocate Fee)

**Note:** Our fixed fee will no longer apply if a Defence and/or Counterclaim is raised and/or the Court decides to list the matter for second hearing. Our charges for all our time spent on work including reviewing, advising and responding to documents and attending any additional hearing will be in accordance with the hourly rate fee which is £288.00 plus VAT. The time spent will depend on the volume of documents, complexity, relevance of the points raised, and time spent communicating with you and any other party on your behalf via telephone, email or letter. You will be provided with a cost estimate accordingly.

Should the court order you to serve a witness statement and/or a statement of costs then additional charges will apply for this additional work in accordance with the hourly rate quoted above. In most standard possession claims the court is unlikely to make such an order.

We aim to keep our communications with you succinct and limit them to as and when we have key developments and updates to provide on your case. This is also done to ensure our time spent on your matter is cost effective. Please bear this in mind when communicating with us.

### 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 client</li> <li>✓ Sending confirmation of Bailiff Appointment to the Court</li> </ul>	£250.00 + VAT	£148.00 (warrant fee)
<ul style="list-style-type: none"> <li>✓ Dealing with any applications by the Tenant to suspend eviction appointments</li> </ul>	Hourly Rate Charges Apply	N/A

**Note:** In some cases an expedited High Court Bailiff appointment maybe required and our hourly rate charges apply in relation to this further work.

#### 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. 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**

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T: 0151 608 9078

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