



Landlord Services Fee Structure

About Us

Kirwans is one of the North West's most well established and respected law firms. Our success has been built upon delivering knowledge and legal expertise to our clients.

Led by Senior Partner David Kirwan, the firm has five partners supported by a team of over 70 staff members that includes Higher Court Advocates.

Kirwans specialise in representing and advising landlords on all areas of housing law. We understand that every client is unique therefore our advice is tailor-made to ensure the best legal solution for you.

What sets us apart as a law firm is not only the variety of services that we offer our clients but how we deliver them. We are ever mindful of the impact that our advice can have on your life and future; this is why our clients are at the very heart of our approach.

At Kirwans, we understand how important it is to provide clients with a service that encompasses the highest standard of client care, expertise and value for money. Our team has a depth of knowledge that enables us to offer a complete solution.

No matter what your personal or business legal need, make Kirwans your destination.

Our Client Commitment

- 24/7 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

Liverpool
Il Palazzo,
7 Water Street,
Liverpool L2 0RD
Tel: 0151 229 1899
Fax: 0151 229 1822

Prenton
363 Woodchurch Road,
Prenton,
Wirral CH42 8PE
Tel: 0151 608 9078
Fax: 0151 609 0030

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

Southport
23 Hoghton Street,
Southport,
PR9 0NS
Tel: 01704 515 270
Fax: 01704 515 271

Stage 1: Consultation and Notice to Tenant

Initial Consultation and Advice	Fixed Cost	Disbursements
<ul style="list-style-type: none"> ✓ File Opening ✓ Conflict Checks ✓ Risk Assessment ✓ Review of Tenancy Agreement ✓ Undertaking of instructions ✓ Consideration and advice on which Notice to serve 	Free	N/A

Notice – Section 21 (Housing Act 1988)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> ✓ Client Care Letter: Tailored advice on timescales, costs, procedures and relevant considerations for the Landlord ✓ Preparation and service of Section 21 Notice to Tenant ✓ Preparation of covering letter to the Tenant 	£100.00 + VAT	N/A
<ul style="list-style-type: none"> ✓ Preparation of Section 21 Notice and covering letter to each additional Tenant 	£25.00 + VAT	N/A

Notice – Section 8 (Housing Act 1988)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> ✓ Client Care Letter: Tailored advice on timescales, costs, procedures and relevant considerations for the Landlord ✓ Preparation and service of Section 8 Notice to Tenant including setting out grounds for eviction ✓ Preparation of covering letter to the Tenant ✓ Calculation of rent arrears and interest (if applicable) 	£165.00 + VAT	N/A
<ul style="list-style-type: none"> ✓ Preparation of Section 8 Notice and covering letter to each additional Tenant 	£25.00 + VAT	N/A

Stage 2: Issue Possession Proceedings

Accelerated Possession Procedure (Possession Only)	Fixed Cost	Disbursements
<ul style="list-style-type: none"> ✓ Drafting of Claim Form and Particulars of Claim ✓ Sending claim documents to Landlord for approval and signature ✓ Making any amendments if necessary ✓ Issue of Claim - Letter to Court ✓ Receiving Notice of Issue from Court, updating Landlord and notifying of key dates ✓ Preparing Possession Order request and covering letter to Court ✓ Notifying Landlord of details of Possession Order ✓ Chasing up Court if necessary ✓ Dedicated point of contact to address Landlord queries ✓ Updating parties throughout the procedure 	£350.00 + VAT	£280.00 (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"> ✓ Drafting of Claim Form and Particulars of Claim ✓ Sending claim documents to Landlord for approval and signature ✓ Making any amendments if necessary ✓ Issue of Claim - Letter to Court ✓ Receiving Notice of Issue from Court, updating Landlord and notifying of key dates ✓ 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 ✓ Filing and service of Witness Statements and documents ✓ Preparing instructions to Advocate to attend the possession hearing ✓ Preparing N260 Statement of Costs ✓ Notifying Landlord of details of Possession Order ✓ Chasing up Court if necessary ✓ Dedicated point of contact to address Landlord queries ✓ Updating parties throughout the procedure 	£750.00 + VAT	£100.00 + VAT (Advocate Fee) £280.00 (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"> ✓ Taking instructions as to whether Tenant(s) have vacated the Property ✓ Drafting formal warrant request form and sending to Court ✓ Receiving confirmation of eviction appointment from Bailiff and updating Landlord on date and procedure ✓ Sending confirmation of Bailiff Appointment to the Court ✓ Dedicated point of contact to address any queries from the Landlord or Bailiff 	£200.00 + VAT	£110.00 (warrant fee)
<ul style="list-style-type: none"> ✓ Dealing with any applications by the Tenant to suspend eviction appointments 	To be arranged on a case by case basis	N/A
<ul style="list-style-type: none"> ✓ Facilitating hand-back of keys 	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 Landlord needs contact our team today

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