

FEEES TO TENANTS

Fee	£ Inc. VAT	Explanation
Application	£100.00 per person	Referencing fee (per person).
Guarantor (if required)	£60.00 per guarantor	Credit reference and Deed of Guarantee.
Tenancy Agreement (tenant's share)	£160.00	Tenant's share to prepare tenancy agreement.
Company Let Application fee	£200.00	Referencing fee for a company let.
Deposit	Equivalent to 5 weeks rent	To cover risk of property damage. Registered with deposit Scheme
Pet Fee : Non refundable	£150.00	To cover added risk of property damage.
Permitted Occupier	£70.00 per person	Person allowed to reside at property with tenant.
Amendment	£100.00	Amendments to tenancy agreement.
Renewal (tenant's share)	£75.00	Renewal of tenancy at end of six month period if new agreement required.
Check-out (tenant's share)	£50.00	End of tenancy check.
Unpaid Rent/Returned Payment	Interest at 3% above Bank of England Base Rate from date due.	
Professional Cleaning (if required)	Quotes will be obtained.	

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Prices correct as at 1st March 2019.
 These prices supersede all previous versions of this document.
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IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF.



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FEES TO LANDLORDS

Level of Service Offered	Fully Managed	Rent Collection	Let Only
Prepare Tenancy Agreement	✓	✓	✓
Collect and remit initial month's rent received	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Agree the market rent and find a tenant in accordance with the landlord guidelines	✓	✓	✓
Advise on refurbishment	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Advise on non-residential tax status and HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓	✓
Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme	✓	✓	✓
Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	✓	✓	✓
Preparation of Inventory	✓	✓	✓
Provide tenant with method of payment	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrear actions	✓	✓	
Advise all relevant utility providers of changes	✓	✓	
Undertake two inspection visits per annum and notify landlord of outcome	✓		
Arrange routine repairs and instruct approved contractors	✓		
Hold keys throughout the tenancy term	✓		
Additional property visits for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	✓ *		
*Additional Charge £30.00 (inc VAT)	Set-Up Fees	£234.00	£234.00
	Monthly Fees	12% (inc VAT)	9.6% (inc VAT)
			1 month's rent
			N/A

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Additional Charges

EPC	£95.00 including VAT
Fully Furnished Inventory	£90.00 including VAT
Gas Safety Certificate	POA
Electrical Safety check/PAT testing	POA
Key cutting service	£24.00 including VAT
Additional Inspections	£42.00 including VAT
Preparation of property for letting	12% including VAT of work carried out
Refurbishment works	12% including VAT of work carried out
Tax administration charge for non-UK residents	£60.00 including VAT
Duplicate Statements	£6.00 including VAT per sheet
Liaising with Landlord's Accountants for tax purposes	£30.00 including VAT
Renewal Letting fee	£75.00 including VAT
Fee if Landlord withdraws from agreed tenancy	£60.00 including VAT
Fee for court appearance	£120.00 including VAT
Sales fee/introduction of purchaser	1.2% of purchase price including VAT
6 month Rent Warranty	£120.00 including VAT
12 month Rent Warranty	£180.00 including VAT
Cancellation of Rent Warranty Policy	£30.00 including VAT

The following services are included within the Full Management service free of charge but can also be provided to Let-Only landlords if required as at the following prices:

Deposit handling fee	£30.00 including VAT
Service of Notice to Terminate Tenancy	£120.00 including VAT
Fee for court appearance	£120.00 including VAT

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