

Landlord fees and charges

Fees are expressed as a % of the total rent due under the tenancy. Letting fees are payable fully in advance, management fees are payable in line with the way the rent is due.

Minimum letting fee is £900.00.

VAT is included @ 20%, where applicable

Letting Service (initial tenancies over 6 months)

13.2%

advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on certain websites; erect a board; introduce applicant; carry out accompanied viewings; apply for references; verify initial right to rent; collect and remit rent received; hold deposit as stakeholders, advise on tax status; deduct commission; advise on non-payment of rent; make any HMRC deductions due; serve Section 21 Notice or Notice to Quit.

Short Let Service (initial tenancies under 6 months)

21.6%

as Letting Service above, except for referencing of tenant; all rent to be paid in advance

Renewal Letting Service

same % as service selected above

contact parties; advise on rent; negotiate any changes.

Renewal fees are due in advance for the length of any renewal, extension or holding over of the tenancy.

Management Service

Short Let 8.4% or Long Let 7.2%

in addition to Letting or Short Let Service above, advise utility providers and local authority of changes; carry out routine property visits twice per annum and notify landlord of outcome; arrange routine repairs and renewal of safety records; obtain estimates; re-check tenants right to rent; hold keys; arrange check-out appointment; negotiate any claim against deposit; distribute deposit as agreed between parties; remit landlord dispute to TDS for adjudication

Pre Let Service (charged as a % of net invoiced works)

12.0%

instruct works on your behalf before a tenancy starts to prepare the property for letting
(This fee is not charged for properties instructed under our Short Let or Management Services)

Caretaking Service (charged per property visit)

£120.00

visit untenanted property as often as agreed; advise of any obvious works or repairs necessary

Additional or Optional Charges

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| • landlord's share of preparing standard tenancy agreement, initial or renewal | £300.00 |
| • periodic tenancy administration charge (one-off charge) | £120.00 |
| • preparing addenda to amend agreement terms | £120.00 |
| • abortive letting administration fee, if landlord withdraws instruction after accepting applicant's offer and through no fault of applicant or agent | £600.00 |
| • deposit protection charge (first 12 months) | £60.00 |
| • deposit protection charge per annum, after first 12 months | £30.00 |
| • inventory listing and/or check-in (usually between £100 - £300) | price on application |
| • preparing deposit claim for TDS adjudication (non-managed) | £240.00 |
| • renewing Right to Rent check (non-managed) | £42.00 |
| • additional property visits at request of landlord (charged per visit) | £120.00 |
| • applying for consent to let (excluding any charge by other party) | £60.00 |
| • supervision of works which exceed £1,200 (combined), as a % of net invoiced cost | 12.0% |
| • referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice | 10.0% |
| • key cutting, per set (excluding cost of keys) - Management service only | £30.00 |
| • waiting at properties for deliveries, contractors, etc. charged per hour (subject to 2 hour minimum) | £60.00 |
| • submission of non-resident landlord receipts to HMRC, per quarter | £90.00 |
| • copy of statements, per copy | £12.00 |
| • copy of statements, per annual tax bill | £96.00 |
| • income and expenditure report, per report | £120.00 |
| • attending court as witness (half day or part thereof), excluding costs incurred | £480.00 |