

FEES TO: LANDLORDS

TENANT FIND SERVICE - 75% of the first months' rent. Subject to a minimum of £500

Provide rental valuation.
Arrange advertising of property.
Give advice and arrange for EPC to be done on property (the cost of which is paid for by the Landlord)
Give advice and arrange for Gas Safety Certificate (the cost of which is paid for by the Landlord)
Arrange for the Security Deposit to be held in a government deposit scheme.
Carry out accompanied viewings.
Find tenant and carry out referencing.
Prepare tenancy agreement.
Collection and remit initial months' rent received.
Agree collection of any shortfall and payment method.
Provide tenant with method of payment.
Deduct any pre-tenancy invoices.
Make any HMRC deduction, if relevant.

INITIAL SET UP FEE FOR FULLY MANAGED SERVICE ONLY - 50% of the first months' rent. Subject to a minimum of £350

All the above plus

Give advice on refurbishment of property.
Provide guidance on compliance with statutory provisions and letting consents.
Erect board outside property in accordance with Town and Country Planning Act 1990.
Provide tenants with 24 hour emergency contact number.
Arrange routine repairs and instruct approved contractors.
Prepare and submit relevant invoices.
Advise on non-resident tax status and HMRC (if relevant)

FULLY MANAGED SERVICE - 10% of the agreed monthly rent pcm.

All the above plus

Provide tenants with 24 hour emergency contact number.
Arrange routine repairs and instruct approved contractors.
Prepare and submit relevant invoices.
Collect and remit the monthly rent received.
Pursue non-payment of rent and provide advice on rent arrears actions.
Deduct commission and other works.
Undertake property inspection visits, initially after six weeks and then on a three monthly basis throughout the tenancy and notify landlord of the outcome.
Arrange annual gas inspection (the cost of which is paid for by the landlord)
Hold the keys throughout the tenancy term.
Negotiate any subsequent tenancy renewal.
Make final inspection of property and organise maintenance work and compensation if required.
Serve relevant notice to tenant at the end of Fix Term tenancy.

ADDITIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE)

Instruction to a Domestic energy Assessor for an Energy Performance Certificate	£84
Electrical Installation & Appliance checks	Costs vary depending on property size
Court Appearance and preparation of documents	£240 per day
For any Court hearing	plus travel expenses
Inventory	£120
Gas Safety Certificate (priced on a standard 3 bedroom semi-detached property)	£72
Legionella Assessment	Costs vary depending on property size

Prices may vary depending on size and type of property

ALL PRICES ARE INCLUSIVE OF VAT

FEES TO: TENANTS

HOLDING DEPOSIT

A deposit of £200 is required to hold the property whilst referencing is being done. The deposit is NON-REFUNDABLE (except if the tenancy is not taken up by the Landlord, otherwise, a refund is at the discretion of the landlord).

ADMINISTRATION

References will be required from all prospective applicants aged 18 years or over and guarantors where applicable.

We outsource this service, which includes arranging financial credit checks, obtaining references from current and previous employers/landlords and any other relevant information required to assess affordability.

Processing the tenancy application and associated paperwork.

Setting up standing order for ongoing rental payments.

Individual applicants - £135.00

Additional applicants - £85.00

FIRST MONTH'S RENT AND SECURITY DEPOSIT - The deposit is equal to one and a half month's rent.

The first month's rent plus the deposit which is equivalent to one and a half month's rent is required in cleared funds a minimum of 24 hours before the commencement of the Tenancy by Banker's Draft, Bank Transfer or Credit/Debit card (Credit Cards are subject to 2.5% fee).

PET DEPOSIT

Pets maybe allow in the property at the discretion of the landlord. To cover additional risk of damage to the property a larger security deposit may be required. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy once the move-out inventory has been done.

Variable refundable security deposit depending on number and type of pets.

OTHER FEES AND CHARGES

TERMINATION - £300.00

Should you wish to terminate this agreement during the preparation of a tenancy where it has been agreed 'Subject to Let', an abortive fee will be due from you immediately.

EARLY TERMINATION OF CONTRACT - 75% of the first months' rent. Subject to a minimum of £500

If the Full Management is taken and you give us notice to terminate that service within the first six months of the tenancy, you must on termination pay an amount equal to the fee for The Tenant Find Service.

CHECK OUT INVENTORY FEE - £72.00

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the Security Deposit(s).

LOST SECURITY ITEMS

Replacement keys or electric fobs will be charged at the going rate.

OUT OF HOURS SERVICE – £25.00 plus any actual costs incurred

Where actions of the tenant result in the agent or nominated contractor attending the property, time to remedy the situation is charged at the prevailing rate.

UNPAID RENT/RETURNED PAYMENTS – Interest calculated at 5% above Bank of England Base Rate from due date.

PROFESSIONAL CLEANING (if required)

Only charged when professional cleaning is required to return the property to the same condition as at the start of the tenancy. Prices vary depending of the type and size of property.

IF YOU HAVE ANY QUESTIONS ON OUR FEES PLEASE DO NOT HESITATE TO ASK A MEMBER OF OUR STAFF.

ALL PRICES ARE INCLUSIVE OF VAT

Scheme Reference C0130731

Propertymark Client Money Protection Scheme..