



Landlord Charges

Standard Agency Fees

Let Only: 10% of rent due for a 12-month term of the tenancy

Let and Rent Collect: 12% of rent for tenancy term

Standard Management: 15% of rent for tenancy term

Short lets Management (less than six months): 24% of rent- Minimum Fee £1000

All Commissions are payable from and at the same frequency as rent received for the duration of the whole tenancy term

<u>Service Feature</u>	<u>Fully Managed</u>	<u>Rent Collection</u>	<u>Let Only</u>
Free Consultation and Valuation Service	YES	YES	YES
Property Marketing Plan	YES	YES	YES
Internet Property Advertising	YES	YES	YES
Arranging and conducting accompanied viewings	YES	YES	YES
Negotiating and agreeing offers	YES	YES	YES
Tenant Referencing Service	YES	YES	YES
Annual Rent Assessment Reviews	YES	YES	YES
Erect Board Outside Property	YES	YES	YES
Rent Demand Service	YES	YES	
Organise Property Maintenance	YES		
Handle dilapidation negotiations following check-out	YES		
Agree and disburse tenant's security deposit	YES		
Arrange for renewal of gas safety if required	YES		
Arrange inventory and check in/out inspections	YES		
7 days a week Emergency tenant help line	YES		
Ensure Property complies with current regulations	YES		
Oversea insurance claims where authorised	YES		
Liaise with 3 rd party issues if required	YES		
Portfolio Management	YES		
Advice on refurbishment and upgrading	YES		
Set up a float to deal with day-to-day management	YES		



For all levels of service, the following extras can be added for a small additional fee if required:

<u>Additional Fees and Charges</u>	
Preparation and Signature Tenancy Agreement Fee/Renewal Fee	£96
Preparing the inventory	dependent upon size and content of property
Check-In of tenant by independent inventory clerk (Your tenancy agreement will say if the tenant is liable for the check out or if you're liable for both check-in and check-out)	Dependent upon size and content of property
Arrangement of EPC, Gas Safety Certificate, cleaning, smoke alarms, CMD or other repairs/maintenance for non-managed properties	£24 per item arranged + contractors' cost
Right to Rent Checks	£30 per Person
Tenant or Guarantor References	£40 per person
Chasing of Late fees (Lettings, Admin, Renewal)	£24 per communication after 1st notification
Management Reserve (for us to hold for emergencies etc)	£300
Redirection of mail overseas	Cost of postage
Duplication & testing of extra keys (4 sets needed for managed, 2 for let only and rent collect)	£18 + cost of cutting
Renewal Fee for Periodic Tenancies	£36
Renewal Fee for Let-Only Service	£36
Registration of damages deposit with TDS	£24
Transferring the deposit to the Landlord or another agent during the Tenancy	£120
Involvement in non-managed property deposit disputes	£180
Admin fee for dispute submission to arbitration	£60
Documentation preparation for arbitration	£60
For time spent in consultation with a solicitor or if we have to attend court on your behalf as a witness, we will charge a fee	£120 per hour
Minimum Fee (in case of early termination or cancellation)	£600
Payment to the Inland Revenue where Landlords have not obtained approval for rent to be paid gross	£30/quarter
Hourly rate for any additional works conducted by the Agent on behalf of the Landlord	£60 per hour
Vacant Property visits	By negotiation
Project & design management for refurbishments/ works co-ordination fee	10% of works entailed (£300 minimum charge)
Additional requested visits to the property	£99 each
When required to accompany a contractor/insurance worker	£75 per hour
Lodge and Process an insurance claim	10% of the cost of the works
Cancelling a let before a tenant moves in, once an offer has been agreed	£350 plus costs incurred
Serving a Section 21 Notice to end a tenancy (included with management service)	£50
Sending a CHAPS (same day) payment	£30
Serving a Section 13 notice (to increase the rent at the end of the tenancy)	£50
Copies of previously supplied documents	£15 each one requested
Getting quotes from contractors if you then arrange the work yourself (managed properties only)	£300
Getting quotes from contractors if you then decide against the work	£200

Interest on unpaid fees or other money is 3% above Bank of England base rate per annum, calculated daily

Company Registration Number: 11789901 registered at 4 Whitchurch Parade, Whitchurch Lane, Edgware, HA8 6LR



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Tenant Charges

Reservation Bond: 1 week of first months' rent

Holding Deposit: 5 weeks rent

Check out fee: Dependent upon the size of the property

Additional copies of Tenancy Agreements or Amendments: £25

Unnecessary contractor call outs: charged to tenants as per the call out invoice

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