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Letting Fee Schedule

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Letting Fee Schedule

Setup Costs

	Tenant Find Only		Tenant Find & Rent Collection		Premium Management	
	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT
Tenancy Management Service	✗	✗	7%	8.4%	12.5%	15%
Letting Fee	3 weeks rent + VAT		2 weeks rent + VAT		2 weeks rent + VAT	
Inventory & Schedule of Condition	£125	£150	£125	£150	£125	£150
Tenancy Deposit Registration & Issue PI OR Administer Deposit Scheme OR Transfer Security Deposit to Landlord	£40	£48	£40	£48	£40	£48
Rent Guarantee Insurance*	Not Available		£30	£36	£30	£36

*(per month)

Letting Fee

Letting Fee Includes	Tenant Find Only	Tenant Find & Rent Collection	Premium Management
Property Valuation	✓	✓	✓
Comprehensive Marketing	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Negotiating Tenancy Terms	✓	✓	✓
Professional Tenant Referencing	✓	✓	✓
Perform Right To Rent Checks	✓	✓	✓
Preparation of Tenancy Agreements	✓	✓	✓
Collect Security Deposit as Stakeholder	✓	✓	✓
Collect and Distribute 1st Months Rent	✓	✓	✓
Notify Utility Companies of New Tenants	✓	✓	✓
Notify local Council of New Tenants	✓	✓	✓

Mid Tenancy Services

	Tenant Find Only		Tenant Find & Rent Collection		Premium Management	
	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT
Collect and Distribute Monthly Rent	✗		✓		✓	
Perform Key Holder Service	✗		✗		✓	
Manage Property Maintenance Issues	✗		✗		✓	
Manage Tenancy Queries	✗		✗		✓	
Provide Out of Hours Emergency Cover	✗		✗		✓	
Undertake Annual Rent Reviews	✗		✓		✓	
Annual Statement for HMRC return	✗		✓		✓	
Per Property Inspection (once every 4 months) Upon Request	£100	£120	£100	£120	✓	
Vacant Property Visit (upon request)	£100	£120	£100	£120	✓	
Change of Ownership	£200	£240	£200	£240	✓	
Change to Standard Tenancy Agreement (per draft)	£100	£120	£30	£36	£30	£36
Issue Section 8 Eviction Notice	Not Available		£300	£360	£150	£180
Issue Section 13 Rent Increase	£200	£240	£30	£36	£30	£36
Check Out Inspection	£300	£360	£150	£180	£50	£60
Property Attendance (meet contractor, accept delivery etc)	Not Available		Not Available		£30	£36
Process Tenancy Deposit Arbitration	£60	£72	£60	£72	£30	£36
Process Deposit Statutory Decleration	£60	£72	£60	£72	£30	£36
Administer Court Paperwork	Not Available		£150	£180	£150	£180
Administer Rent Tribunal Paperwork	£200	£240	£50	£60	£50	£60
Court Attendance (per day)	£500	£600	£150	£180	£150	£180
Change of Sharer (New Tenancy Agreement & Tenant Referencing)	£450	£540	£150	£180	£150	£180
Energy Performance Certificate*	Price on Request		Price on Request		Price on Request	
Legionella Risk Assessment*	£150	£180	£150	£180	£150	£180
Key Cutting	£15 plus cost of keys	£18	£15 plus cost of keys	£18	£15 plus cost of keys	£18
Co-ordinating Property Refurbishment	10% + VAT of total cost		10% + VAT of total cost		10% + VAT of total cost	
Aborted Tenancy Fee	£300	£360	£300	£360	£300	£360

*Provided by a third party contractor and price is subject to change. Latest price can be provided on request.