

Fully Managed Service - Fee Structure

Management Fee	12% + VAT (14% inc. VAT) subject to a minimum fee £115 + VAT
Letting Fee	£400.00 + VAT (£480.00 inc. VAT)

Please note if a new tenancy needs to be set up within 4 months of the last, the letting fee is reduced to £300.00 + VAT (£360.00 inc. VAT)

Full Management includes:

- Advise on preparing property for letting
- Update on compliance, health and safety and regulation changes
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Prepare tenancy paperwork – including referencing & cost thereof
- Register and hold deposit in custodial scheme
- Collect rent and produce monthly statements
- Chase of rent arrears & send late payment notices
- Produce consolidated statements and tax year statements on request
- Manage day to day repairs and maintenance
- Carry out right to rent checks and follow up checks
- Provide utility suppliers with meter readings at start/end of tenancy
- Handle void period bill queries
- Organise safety checks (gas, electrical, smoke and carbon monoxide alarms)
- Arrange EPCs
- Inspect property (min. bi-annually)
- Provide emergency out of hours service
- Manage end of tenancy process and deposit returns, including adjudication
- Arrange inventory and check out appointments including reports & cost thereof
- Arrange key collections for tenants & contractors
- Arrange works beyond routine maintenance and repair, management at discretion
- Provide access to legal helpline via Agent
- Assist with rent protection and legal expenses insurance claims where rent insurance is provided through Agent.
- Carry out UK Financial Sanctions and Anti Money Laundering Checks
- Provide market rent reports and rent increase justification documents where required

Additional charges and fees:

- Serve Section 13 Notice £180.00 +VAT (£216.00 inc. VAT)
- Submit evidence to First Tier Tribunal £25.00 + VAT (£30.00 inc. VAT)
- Serve Section 8 Notice £200.00 + VAT (£240.00 inc. VAT)
(This applies where the property is to be sold, or the Landlord wishes to move in)
- Attend court/arbitration/tribunals £120 + VAT (£144.00 inc. VAT)
minimum 2 hours
- Obtain land registry check £14.00 + VAT (£16.80 inc. VAT)
- Make necessary HMRC deduction for NRL £50.00 + VAT per (£60.00 inc. VAT)
per property
- Bank transfer to account outside UK £20.00 + VAT (£24.00 inc. VAT)
per transaction
- Rent protection insurance as invoiced (depending on rent)
(subject to change)
- Property compliance certificates as invoiced
- Cost of EPC From £100.00 + VAT
- Vacant management supervision service £115.00 + VAT pcm (£138.00 inc. VAT)
VAT) This applies where a property is empty for longer than two calendar months; the service includes a monthly property visit)
- Accompany a contractor to the property £75.00 + VAT (£90.00 inc. VAT)
- Change of ownership set up £150.00 + VAT (£180.00 inc. VAT)
(to include issue of new statement to tenants and amendment of terms & tenancy agreement)
- Sale of property to Tenant 1.25% of sale price + VAT
- Breach of sole agency agreement/
withdrawal from proposed tenancy 50% of 1 month's rent + VAT
(This covers cost of photographs, floor plans, and marketing)
- Eviction Grounds for Possession Report £250.00 + VAT (£300.00 inc. VAT)
(Report of tenancy history, relevant documents, and evidence to support fair grounds for eviction)

Note: we do not manage HMO licensed properties

Let Only Service

Basic Fee

1 month rent inc. VAT

To include:

- Advise on preparing property for letting
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Carry out right to rent checks, not including follow up checks
- Prepare tenancy paperwork – including referencing
- Organise safety checks (gas, electrical, smoke and carbon monoxide alarms), not including follow up checks
- Arrange inventory appointment and report
- Arrange key collection for Tenants
- Carry out UK Financial Sanctions and Anti Money Laundering Checks

Additional Let Only charges and fees:

- Property Compliance Certificates (EPC, Gas etc) as invoiced
- Obtain land registry check £14.00 + VAT (£16.80 inc. VAT)
- Register deposit & transfer to Landlords DPS account £60.00 + VAT (£72.00 inc. VAT)
- Register, hold and handle deposit at end of tenancy £150.00 + VAT (£180.00 inc. VAT)
- Bank transfer to account outside UK £20.00 + VAT (£24.00 inc. VAT)
per transfer

- Change of ownership set up £150.00 + VAT (£180.00 inc. VAT)
(to include issue of new statement to tenants and amendment of terms & tenancy agreement)

- Consultation fee for update on compliance,
health & safety and regulation changes and/or
assisting with issues during a tenancy (per hour) £120.00 + VAT (£144.00 inc. VAT)

- Rent Increase Justification Report: £100 + VAT (£120.00 inc. VAT)
Includes data driven report for justification of rent increases.
Could be provided for FTT or before Section 13 (as requested)

- Breach of sole agency agreement/
withdrawal from proposed tenancy 50% of 1 month's rent + VAT
(This covers cost of photographs, floor plans, and marketing)

Note: we charge interest on unpaid fees and invoices at 3% above BoE base rate per annum after 30 days

Tenant Fees

- Security deposit
5 weeks rent
6 weeks rent (if rent is over £50,000 per annum or company let)
- Holding Fee
Equivalent of 1 week's rent

This is non-refundable if (per tenancy) any relevant person should withdraw from the tenancy, fail a Right to Rent check, provide significant false or misleading information, or fails to sign their tenancy within the deadline provided by the agent. The holding fee will be credited towards the first month's rent.

- Variation of contract/Change of Tenant (per agreed variation) £80.00 + VAT (£96.00 inc. VAT)
- Bank transfer to account outside UK (at tenant's request) £20.00 + VAT (£24.00 inc. VAT) per transfer
- Late and unpaid rent payments 3% above base rate of BoE per annum
- Pet home insurance Payable to landlord or provider
- Council Tax Payable to relevant billing authority
- Utilities (Water, Heat, Electricity, Gas) Payable directly to the provider
- TV License Payable directly to TV Licensing Agency
- Communication services (Internet etc) Payable directly to the provider
- Loss/replacement of keys as invoiced by the agent and payable to the account stipulated by the agent
- Missed appointment as invoiced by the agent and payable to the account stipulated by the agent
- Emergency call-out £200.00 + VAT (£240.00 inc. VAT)
(Only applicable where no fault is found. To clarify an emergency is a risk to life or to the fabric of the property. If appropriate you should call the emergency services)
- Avoidable, accidental, or purposeful damage to the property – The Tenant will be liable for any losses, as evidenced by invoice or receipt, suffered by the Landlord because of neglect or wilful behaviours by the Tenant, or their guests resulting in damage to the property.