

# 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)

10%

Advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on certain websites; erect a board; introduce an applicant; carry out accompanied viewings; 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)

8%

As Letting Service above, 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 6% or Long Let 8%

In addition to the 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)

10.0%

Instruct works on your behalf before a tenancy starts to prepare the property for letting

## Caretaking Service (charged per property visit)

£100.00

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

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