

# TENANT & LANDLORD FEES SCHEDULE

## AGREEMENTS SIGNED PRIOR 1 SEPT 2019



### Tenant Fee's

- **Set Up Fee** **£120** (£100+VAT) for the 1<sup>st</sup> applicant  
**£60** (£50+VAT) for subsequent applicants

Viewing, referencing checks, contract negotiation and agreeing terms, arranging the tenancy agreement, sign up and hand over of keys.

- **Guarantor Fee** **£60** (£50+VAT)  
Referencing checks, arrange the signing of guarantor contract
- **Aborted Property Checks** **£42** (£35+ VAT)  
Not being present at a property check appointment that has been confirmed
- **Renewal Tenancy Agreement** **£48** (£40+VAT)

### Landlord Fee's

- **Managed Fee** **12%** (10% plus VAT) plus **£150** (£125 plus VAT) non-refundable lettings set-up fee per tenancy. Includes collect and remit rental, deduct commission and other works, pursue arrears, give advice on arrears
- **Overseas Managed Fee** **15%** (£12.5% plus VAT) plus **£150** (£125 plus VAT) lettings set-up fee per tenancy. Includes collection and remit rental, deduct commissions and other works, pursue arrears, account to HMRC
- **Tenant Find Fee** **£594** (£495 plus VAT)  
Includes collect and remit first months rent, provide tenant with landlords bank details for further rental, deduct any pre tenancy invoices
- **Fee for Final Property Check on Let Only** **£120** (£100 plus VAT)  
To carry out final property check with original inventory and report back to landlords
- **To register deposit with TDS** **£19.20** (£16 plus VAT)  
For accountant to register the deposit and deregister when tenant vacates
- **Administration Fee for instructing Contractors** **£12** (£10 plus VAT)  
To liaise with landlord and instructing contractor with works that needs carrying out
- **Quarterly Property Check** **£42** (£35 plus VAT)  
To undertake checks and report to landlord
- **Renewing Tenancy Agreement** **£30** (£25 plus VAT)  
To draw up new contracts
- **Annual Statement of Accounts** **£18** (£15 plus VAT)  
Drawn up by our accounts department
- **Final Property Check** **£60** (£50 plus VAT)