

OUR RENT COLLECTION FEE'S – 10% + VAT

- Vacant management - £120.00 incl VAT (per month)
- see Clause 4 in the Standard Terms and Conditions of Business overleaf)
- Referencing through ourselves or via a credit referencing agency - £180.00 incl VAT
- Preparing the tenancy agreements and registering the deposit - £120.00 incl VAT
- Preparing and negotiating any extension and documentation - £118.50 incl VAT
- Handling insurance claims – 10% of the total insurance claim
- Arranging maintenance works - 10% of the total invoice
- Letting in contractors - £30.00 incl VAT
- Administration charge - £30.00 incl VAT
- Applying for a Landlords mortgage - £90.00 incl VAT
- Arranging safety checks - £30.00 incl VAT
- Abortive tenancy fee – should the landlord not wish to proceed with a tenancy following acceptance of an offer - Equivalent two weeks rent
(plus third-party marketing costs - for Example: Tenant cost for removal van etc.)
- Non-Resident Landlord Administration (with approval number) - £60.00 incl VAT
- Non-Resident Landlord Administration (without approval number) - £80.00 incl VAT
- Monthly Statement duplicates - 10.00 incl VAT
- Annual summary of accounts - £140.00 incl VAT
- Utility Transfer - per utility (let only / rent collection) - £24.00 incl VAT
- Court attendance - £180.00 incl VAT
- Prepare and issue notices - £99.00 incl VAT
- Deposit release - £24.00 incl VAT
- Prepare and administer claims against the deposit - £150.00 incl VAT
- Prepare and administer documents for disputed claims - £200.00 incl VAT

** Rent collection fee is due for the term of the Tenancy including any renewals or extensions.
Payment of this fee is paid monthly through rent funds collected