



London

Lettings Fees



What our lettings service includes

Marketing Only

- Comprehensive marketing to find a suitable tenant to include advertising on: OnTheMarket.com, EnviroEstates.co.uk, The House Shop, OneDome, NetHousePrices and Facebook Marketplace
- Comprehensive marketing through our China Desk to include advertising on: Juwai.com & Enviro Estates HK site
- Social-media posting on Instagram, Facebook and WeChat
- Fixed Fee service

Lettings Only

- Comprehensive marketing to find a suitable tenant to include advertising on: OnTheMarket.com, EnviroEstates.co.uk, The House Shop, OneDome, NetHousePrices and Facebook Marketplace
- Comprehensive marketing through our China Desk to include advertising on: Juwai.com & Enviro Estates HK site
- Social-media posting on Instagram, Facebook and WeChat
- 24/7 Online landlord portal access
- Account manager contactable via WeChat, WhatsApp, Signal, Email or Telephone
- Keyholding service
- Handling enquiry of tenants and accompanied viewings
- Obtaining tenant references, identity verification & Right to Rent checks
- Preparation of tenancy agreement, inventory and tenancy documents
- Accompanied check-in appointment, smoke and carbon monoxide alarm checks
- Register & protect deposit with TDS (May be additional charge)
- Rent collection prior to start of tenancy
- Rent review and negotiations
- Arranging of rent protection & landlord insurance (if requested)

Full Management

In addition to the Lettings Only:

- Rent collection, statements and arrears management
- Rent review and negotiations
- Retain a working fund and deal with day to day management
- Undertaking day-to-day management activities and organising minor repairs and maintenance
- Access to fully qualified, insured and vetted contractor panel
- Manage annual and periodic safety inspections
- Annual property visit
- Handling deposit return at end of tenancy (Excluding disputes)
- Management while the property is vacant in-between tenancies

Premier Management

In addition to the Lettings Only & Full Management:

- Rent & Legal Protection Insurance (Provided by third party)
- Handing of major repairs and maintenance

Lettings Only Service

We charge the following on commencement of a tenancy for finding you a tenant and for the preparation of the tenancy agreement including referencing and right to rent checks

We will then charge you when the tenant we introduced wishes to renew the tenancy.

On signing tenancy agreement	
Initial Commission	10% + VAT*
Tenancy Preparation Fee	£300
Inventory Fee	£100^
Referencing Fee	£20 per reference
Deposit Registration Fee	£35

*Fee is calculated on the total rent for one whole year agreed by the tenant. Subject to a minimum of £950

^upto 3 bedrooms £10 per extra bedroom thereafter

Renewal Fee	
Renewal Fee	6% + VAT

**Subject to a minimum of £500

If you are transferring a property to us we charge a one off **set up fee of £500**. You then pay the monthly management fees as above

Additional services

1. Energy Performance Certificate

£90 + VAT

An EPC is required prior to commencement of any marketing

2. Mandatory Certificates

£35 +VAT + disbursements

This includes yearly gas safety test, portable appliance tests, electrical installation condition reports (EICR) and the installation of carbon monoxide and smoke alarms

3. Insurance/Works Claims Handling

14.4% of claim/work amount (12% + VAT)

If we are to handle any insurance claims on your behalf or any works over £250. Min fee of £250 applies

4. Property Inspection

£90 + VAT

Any property inspection after the 2 included per year

5. Serving Notices

£50 + VAT

This fee is due if you require us to serve notice on the tenant outside our normal terms of business.

6. Copy of Statements

£5 + VAT per statement

Initial copies of statements are sent to you free of charge. This fee is charged should you require additional copies of statements. The fee is charged for each statement requested.

7. Tax Submission

£30 + VAT per submission

This fee is charged if you reside overseas and require us to retain tax from your rental income to submit to Her Majesty's Revenue and Customs (HMRC) each quarter and annually on your behalf. The fee is charged quarterly and on each annual submission subsequent to tax payments being remitted to HMRC.

8. Licence Application

£200 + VAT

If you require us to submit a HMO or Selective Licencing Application

9. Tenancy Check Out

Flat fee £95

If a tenant vacates the property, we charge for the preparation of check out report and handling the return of the deposit

10. End of Tenancy Clean

£35 +VAT + disbursements

If you require us to clean the property on the vacation of the property

11. Hourly Rate

£95 + VAT per hour

If you require us to undertake work outside of our management terms.

All of our fees are transparent meaning we will always discuss any additional fees you may incur

Signed _____ Print name _____ Date _____

Full Management Service

We charge the following on commencement of a tenancy for finding you a tenant and for the preparation of the tenancy agreement including referencing and right to rent checks

We will then charge an on-going monthly management fee based on your property's EPC rating for providing a property management service throughout the course of the tenancy.

On signing tenancy agreement	
Initial Commission	5% + VAT*
Tenancy Preparation Fee	£300
Inventory Fee	£100^
Referencing Fee	£20 per reference
Deposit Registration Fee	£35

*Fee is calculated on the total rent for one whole year agreed by the tenant. Subject to a minimum of £600

^upto 3 bedrooms £10 per extra bedroom thereafter

On-going Monthly Management Fee	
EPC Rating - A	0%
EPC Rating – B to E	8% + VAT**

**Subject to a minimum of £95 per month

Renewals

We charge a **Flat fee of £300** upon the commencement of an extension of the tenancy for the preparation of the renewal documentation or periodic extension each year

If you are transferring a property to us we charge a one off **set up fee of £500**. You then pay the monthly management fees as above

Additional services

12. Energy Performance Certificate

£90 + VAT

An EPC is required prior to commencement of any marketing

13. Mandatory Certificates

£35 +VAT + disbursements

This includes yearly gas safety test, portable appliance tests, electrical installation condition reports (EICR) and the installation of carbon monoxide and smoke alarms

14. Insurance/Works Claims Handling

14.4% of claim/work amount (12% + VAT)

If we are to handle any insurance claims on your behalf or any works over £250. Min fee of £250 applies

15. Property Inspection

£90 + VAT

Any property inspection after the 2 included per year

16. Serving Notices

£50 + VAT

This fee is due if you require us to serve notice on the tenant outside our normal terms of business.

17. Copy of Statements

£5 + VAT per statement

Initial copies of statements are sent to you free of charge. This fee is charged should you require additional copies of statements. The fee is charged for each statement requested.

18. Tax Submission

£30 + VAT per submission

This fee is charged if you reside overseas and require us to retain tax from your rental income to submit to Her Majesty's Revenue and Customs (HMRC) each quarter and annually on your behalf. The fee is charged quarterly and on each annual submission subsequent to tax payments being remitted to HMRC.

19. Licence Application

£200 + VAT

If you require us to submit a HMO or Selective Licencing Application

20. Tenancy Check Out

Flat fee £95

If a tenant vacates the property, we charge for the preparation of check out report and handling the return of the deposit

21. End of Tenancy Clean

£35 +VAT + disbursements

If you require us to clean the property on the vacation of the property

22. Hourly Rate

£95 + VAT per hour

If you require us to undertake work outside of our management terms.

All of our fees are transparent meaning we will always discuss any additional fees you may incur

Signed _____ Print name _____ Date _____

Premier Management Service (Includes Rent & legal expenses insurance)

We charge the following on commencement of a new tenancy for finding you a tenant and for the preparation of the tenancy agreement including referencing and right to rent checks.

We will then charge an on-going monthly management fee based on your property's EPC rating for providing a property management service throughout the course of the tenancy.

On signing tenancy agreement	
Initial Commission	5% + VAT*
Tenancy Preparation Fee	£300
Inventory Fee	£100^
Referencing Fee	£20 per reference
Deposit Registration Fee	£35

*Fee is calculated on the total rent for one whole year agreed by the tenant. Subject to a minimum of £600

^upto 3 bedrooms £10 per extra bedroom thereafter

On-going Monthly Management Fee	
EPC Rating - A	0%
EPC Rating – B to E	10% + VAT**

**Subject to a minimum of £150 per month

Renewals

We charge a **Flat fee of £300** upon the commencement of an extension of the tenancy for the preparation of the renewal documentation or periodic extension each year

If you are transferring a property to us we charge a one off **set up fee of £500**. You then pay the monthly management fees as above

Additional services

23. Energy Performance Certificate

£90 + VAT

An EPC is required prior to commencement of any marketing

24. Mandatory Certificates

£35 +VAT + disbursements

This includes yearly gas safety test, portable appliance tests, electrical installation condition reports (EICR) and the installation of carbon monoxide and smoke alarms

25. Insurance/Works Claims Handling

14.4% of claim/work amount (12% + VAT)

If we are to handle any insurance claims on your behalf or any works over £250. Min fee of £250 applies

26. Property Inspection

£90 + VAT

Any property inspection after the 2 included per year

27. Serving Notices

£50 + VAT

This fee is due if you require us to serve notice on the tenant outside our normal terms of business.

28. Copy of Statements

£5 + VAT per statement

Initial copies of statements are sent to you free of charge. This fee is charged should you require additional copies of statements. The fee is charged for each statement requested.

29. Tax Submission

£30 + VAT per submission

This fee is charged if you reside overseas and require us to retain tax from your rental income to submit to Her Majesty's Revenue and Customs (HMRC) each quarter and annually on your behalf. The fee is charged quarterly and on each annual submission subsequent to tax payments being remitted to HMRC.

30. Licence Application

£200 + VAT

If you require us to submit a HMO or Selective Licencing Application

31. Tenancy Check Out

Flat fee £95

If a tenant vacates the property, we charge for the preparation of check out report and handling the return of the deposit

32. End of Tenancy Clean

£35 +VAT + disbursements

If you require us to clean the property on the vacation of the property

33. Hourly Rate

£95 + VAT per hour

If you require us to undertake work outside of our management terms.

All of our fees are transparent meaning we will always discuss any additional fees you may incur

Signed _____ Print name _____ Date _____