

FEES FOR LETTING SERVICES

The following is an example of the likely fees a client can expect to pay in relation to our fully managed lettings service.

The example includes a summary of the work involved and should be read as a guide only.

- The following estimate is not a binding quotation.
- Fees for services are subject to VAT at the current rate.

COMPLIANCE

On a new instruction a number of checks will be necessary to ensure that the owner is compliant with all aspects of being (or preparing to be) a private residential landlord. These checks include: legal ownership of the property; any heritable creditors; buildings insurance; landlord registration; non-resident landlord status; repairing standards safety checks etc.

Fee	£100.00	
VAT @ 20%	£20.00	
Payable prior to marketing		£120.00

MARKETING AND TENANT SELECTION

From instruction to the start date of a tenancy, our services will include:

Preparation of marketing material; accompanied viewings, reporting on applications received; referencing and vetting of prospective tenants; preparation and signature of tenancy agreement; collection of deposit and first months rent; lodging deposit with tenancy deposit scheme; instructing independent inventory report/schedule of condition; pre-tenancy assessment; welcome pack; key handover; changeover of utilities and council tax.

Fee*	£650.00	
VAT @ 20%	£130.00	
Payable on completion of tenancy		£780.00

*The fee quoted is on the basis of Private Residential Tenancy Agreement in a standard format. Where we are instructed to negotiate the terms of the tenancy or if a lease is prepared by a third party (e.g. a company lease), additional charges may be necessary based on the time spent in dealing with the individual matter.

TENANCY MANAGEMENT SERVICES

From the start date, and for the duration of a tenancy we will provide the following services:

Collection of rent (unless otherwise agreed); remittance of net rent less management fees and expenses incurred to date; regular contact with tenants and landlord as required; routine visits to the property; managing repairing issues and arranging contactors as required; reporting to landlord on maintenance issues as they arise and taking instructions on major repairing issues; diarising and arranging periodic safety checks where these are required to fulfil the landlord's legal duties; dealing with enquiries, questions, complaints or other communication from the tenants or third parties relating to the tenancy and the property; receiving/issuing appropriate documentation to end the tenancy and overseeing the end of tenancy procedures; arranging final inventory checkout report and (where necessary) calculating any deductions to be made against the tenant's deposit; lodgement of repayment proposal to tenancy deposit scheme.

Fee payable monthly (per £100 of rent)	£11.00	
VAT @ 20%	£2.20	
Monthly charge (per £100 of rent)		£13.20

These charges do not include any work undertaken beyond the remit of our instructions. Additional work will be charged on time spent in dealing with individual matters in accordance with our Terms of Business and any additional services set out in our Management Agreement.

