

EST 2004  
ElliotLee

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LETTINGS FEES & SERVICES

# OUR SERVICES

	Full Management	Rent Collection	Let Only & Renewal
<b>1. MARKETING</b>			
a. Market Appraisal	✓	✓	✓
b. Online Marketing of Property	✓	✓	✓
c. Negotiate Offer for Tenancy	✓	✓	✓
<b>2. LEGAL &amp; ADMINISTRATION</b>			
a. Tenant References and Right to Rent	✓	✓	✓
b. Tenancy Agreement and How to Rent Document	✓	✓	✓
c. Termination of a Tenancy	✓		
<b>3. FINANCIALS</b>			
a. Collection of Initial Rent and Deposit	✓	✓	✓
b. Deposit Registration (if applicable)	✓	✓	✓
c. Rent Processing During Tenancy	✓	✓	
d. Rent Arrears	✓	✓	
e. Management Working Float	✓		
<b>4. GENERAL ADMIN</b>			
a. Arrange Pre-Tenancy Cleaning or Any Works	✓	✓	✓
b. Arrange Inventory, Check In & Checkout - At the Beginning or End of the Tenancy	✓	✓	✓
c. Transfer of Utilities – At the Beginning or End of the Tenancy	✓	✓	
d. Initiate Tenancy Deposit Claim	✓		
e. Property Visits (Approx 3 Months Before Renewal Date)	✓		
<b>5. COMPLIANCE</b>			
a. Energy Performance Certificate (EPC)	✓		
b. Statutory Safety Checks	✓		
c. Renewal of Safety Checks	✓		
<b>6. MAINTENANCE</b>			
a. Appointing a Contractor	✓		
b. Repairs and Maintenance	✓		
<b>7. OPTIONAL SERVICES</b>			
a. Out-of-Hours Management Service	✓		
b. Right to Rent Follow Up Checks	✓		
c. Renewal/Extension Documents			
d. Additional Property Visit			
e. Landlord Insurances			
f. Provision of Documents File for Any Arbitration Claim			

# FEES

If other agents are instructed during the sole agency period, the commission rate will be increased by 1.8% including VAT. The standard sole agency period is 8 weeks from the date of the first portal launch.

SERVICES	WITHOUT VAT	INCLUDING VAT
Full Management & Renewal Example: Rent £1000 pcm x 12 months x 18% inc VAT = £2160 divided by 12 Monthly Payments = £180 inc VAT	15% of rent payable	18% of rent payable
Rent Administration & Renewal Example: Rent £1000 pcm x 12 months x 15% inc VAT = £1800 divided by 12 Monthly Payments = £150 inc VAT	12.5% of rent payable	15% of rent payable
Let Only & Renewal Example: Rent £1000 pcm x 12 months = £12000 x 12% inc VAT = £1440 Year 1 & 9% inc VAT = £1080 for subsequent years	10% of rent payable	12% of rent payable
SETUP FEE	WITHOUT VAT	INCLUDING VAT
INITIAL   Tenancy Agreement Preparation Charge, Deed of Guarantee, Named Occupant, or Special Clauses, Tenant & Guarantor Referencing Charge, Transfer of your Utilities, Organise any Works, Compliance & Inventories. Protect a Deposit with a Deposit Protection Scheme.	£320.00	£384.00
RENEWAL   Tenancy Agreement Preparation Charge, Deed of Guarantee, Named Occupant, or Special Clauses, Tenant & Guarantor Re-referencing Charge	£150.00	£180.00
DEPOSIT	WITHOUT VAT	INCLUDING VAT
Administration Charge to Protect a Deposit with a Deposit Protection Scheme (Included in all Services)	£75.00	£90.00
To Manage & Agree any Deductions with your tenant (Included in Full Management Service)	£100.00	£120.00
To Manage & Deal with any deposit disputes (Included in Full Management Service)	£150.00	£180.00
BREAKDOWN OF SETUP FEE (INCLUDED IN INITIAL & RENEWAL SETUP)	WITHOUT VAT	INCLUDING VAT
Tenancy Agreement Preparation Charge	£225.00	£270.00
Deed of Guarantee, Named Occupant, or Special Clauses	£30.00	£36.00
Tenant & Guarantor Referencing Charge	£95.00	£114.00
Transfer of your Utilities	£40.00	£48.00
Organise any Works, Compliance and Inventories	£75.00	£90.00
Inventory, Check In & Checkout - At the Beginning or End of Tenancy	Price on application	
RENT PROTECTION & LEGAL COVER FEE	UPFRONT	MONTHLY (FLEXI)
Rent: < £1000PCM	£250.00	£25.00
Rent: £1001PCM - £2000PCM	£275.00	£27.50
Rent: £2001PCM - £2500PCM	£300.00	£30.00
Rent: £2501PCM - £3000PCM	£325.00	£32.50
Rent: £3001PCM - £3500PCM	£350.00	£35.00
Rent: £3501PCM >	£400.00	£40.00
GENERAL	WITHOUT VAT	INCLUDING VAT
Withdrawal by Landlord after Passed Tenant References	One week of rent as marketed	
Supervision of an Agreement Presented by a Third Party to the Landlord	£325.00	£390.00
Addendum or Amendments to Tenancy Agreement After Final Signing	£50.00	£60.00
Annual Statement of Income and Expenditure	£100.00	£120.00
Tax Administration for Non-UK Residents with No HMRC Approval	£100.00 per qtr	£120.00 per qtr
Annual Tax Administration Charge for Non-UK Residents with HMRC Approval	£40.00	£48.00
Additional & Vacant Property Visits, Price Per Visit	£70.00	£84.00
For the Agent to Check Any Works at a Property	£70.00	£84.00
Court Attendances – Price Per Day/Hearing	£300.00	£360.00
Service of Section 13 Notice (Rent Increase Notice for a Statutory Periodic Tenancy or Assured Shorthold Tenancy)	£70.00	£84.00
Service of Section 21 Notice or Notice to Quit (Included with Full Management Service)	£150.00	£180.00
Information & Assistance for Let Only & Rent Collection Properties	£120.00	£144.00
Early Termination or Transfer of Management Administration Charge	£150.00	£180.00
Key Cutting	Invoice value	
House Sitting   Void Management Service	£70.00 for the first hour. £35 after that per hour.	£84.00 for the first hour. £42 after that per hour.

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