

Schedule Of Letting Fees

FEES TO LANDLORDS

ARFAN RIAZ

exp UK

LETTING FEES

Let Only Initial length of contract

Example: based on a 12 month contract at a monthly rent of £1,500:
 $£1,500 \times 12 \times 9.6\%$ inc VAT = £1,728. Minimum fee is £1200

9.6% (8% + VAT)

Let and Rent Management

Example: based on a 12 month contract at a monthly rent of £1,500:
 $£1,500 \times 12 \times 12\%$ inc VAT = £2,160. Minimum fee is £1,600

12% (10% + VAT)

Let and Full Management

Example: based on a 12 month contract at a monthly rent of £1,500:
 $£1,500 \times 12 \times 18\%$ inc VAT = £3,240. Minimum fee is £2,000

18% (15% + VAT)

RENEWAL FEES

Let Only

No renewal fee

Let and Rent Management Full Management & Protected

Continuation of the original agreed fee. Should the property need to be re-let, it is done within the fee and no charges during void periods

PROPERTY MANAGEMENT ONLY

Switching over from another agent or have an existing tenant

£360 (£300 + VAT) one-off administration set up cost
8.4% (7% + VAT) monthly fee

SHORT LET

Short Let Includes the Full Management service

30% (25% + VAT)

Additional Non-Optional Fees and Charges

ADMINISTRATION AND STAND-ALONE CHARGES	
Tenancy agreement Guarantor agreement included, where applicable	£120 (£100 + VAT)
Tenant referencing charge and credit checks Applies to Guarantor checks also	£48 (£40 + VAT)
Addendum or amendments to tenancy agreement	£48 (£40 + VAT)
Follow-up Right to Rent checks Let Only service, Per Tenant and Per Occupant	£30 (£25 + VAT)
Professional inventory and check-in service	From £150 inc VAT depending on size, location and furniture status
Professional checkout service	From £90 inc VAT depending on size, location and furniture status
DEPOSIT	
Administration charge to protect a deposit with the Deposit Protection Scheme DPS	£60 (50 + VAT)
TENANCY EXTENSIONS	
Renewal tenancy agreement preparation charge including rent review Let Only Service	£360 (£300 + VAT)
Renewal tenancy agreement preparation charge including rent review Let and Rent Management Full Management & Protected	Included
MANDATORY SAFETY CHECKS AND CERTIFICATES	
Arranging and obtaining a Gas Safety Certificate Includes the cost of the certificate. Excludes remedial works, if required. Quoted separately	£114 (£95 + VAT)
Arranging and obtaining a Portable Appliance Test (PAT) Up to 5 appliances. £15 + VAT for each appliance thereafter	£120 (£100 + VAT)
Arranging and obtaining an Electrical Inspection Condition Report (EICR) Up to 10 circuits. £20 + VAT for each circuit thereafter. Excludes remedial works, if required	£240 (£200 + VAT)
Arranging and obtaining an Energy Performance Certificate (EPC) Includes the cost of the EPC. Minimum E rating required to let.	£114 (£95 + VAT)
Supply and fit smoke alarm and/or CO2 alarm This excludes the cost of the alarms and applies to battery powered only	£60 (£50 + VAT)
Arranging and obtaining a Legionella Risk Assessment Includes report	£144 (£120 + VAT)
GENERAL AND AD-HOC	
Withdrawal by Landlord If instructed and we prepared all the marketing	One week of rent as marketed
Annual statement of income and expenditure	£120 (£100 + VAT)
Tax administration for non-UK residents Per quarter	£120 (£100 + VAT)
Copy statements & supporting documents Per request	£60 (£50 + VAT)
Additional and vacant property visits Per visit	£84 (£70 + VAT)
Court attendance Per hour	£120 (£100 + VAT)
Service of Section 21 Notice or Notice to Quit Let Only	£144 (£120 + VAT)
Service of Section 13 Notice Rent increase notice for a statutory periodic AST	£60 (£50 + VAT)
International transaction charge Per transaction	£18 (£15 + VAT)
Out of hours urgent maintenance cover for Non-managed properties, Per 2 hours	£240 (£200 + VAT)
Transfer of management administration charge	£180 (£150 + VAT)
House sitting Per hour	£84 (£70 + VAT)
Repairs When the net cost of works exceeds £1000.00 - based on the total net invoice of works. Non-managed properties.	12% (10% + VAT)
Sale of property to tenant Of sale agreed price	1.8% (1.5% + VAT)

Schedule Of Renting Fees

FEES TO TENANTS

ARFAN RIAZ
PROPERTY
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DEPOSIT FEES	
Holding Deposits To reserve a property, please note: This amount will be retained if any involved party (including guarantors) withdraws from the tenancy, fails a Right-to-Rent check, provides significantly false or misleading information, or does not sign the tenancy agreement (and/or Guarantor Agreement) within 15 calendar days (or an alternative Deadline for Agreement as mutually agreed in writing).	Equivalent to one weeks' rent
AST Long Let Rents under £50,000 per annum	Equivalent to five weeks' rent
AST Long Let Rents £50,000 or above per annum	Equivalent to six weeks' rent
AST Short Let	Equivalent to one months rent
Non-Assured Shorthold Tenancies	Usually, equivalent to six weeks' rent
OTHER FEES	
Variation of Contract Tenant's Request To cover the costs associated with taking the landlord's instructions as well as the preparation and execution of new legal document	£50 inc. VAT per agreed variation
Change of Sharer Tenant's Request To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents	£50 inc. VAT per replacement tenant or any reasonable costs incurred, if higher
Early Termination Tenant's Request Should the tenant wish to leave their contract early within the fixed term	To cover the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy
Unpaid Rent Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears	3% above Bank of England base rate
Lost Key(s) or other Security Device(s) Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant.	Actual cost of replacement. If extra costs are incurred there will be a charge of £15 per hour inc. VAT for the time taken replacing lost key(s) or other security device(s)
Non-Assured Shorthold Tenancies Tenant administration fee	£240 inc. VAT per person