



LANDLORD FEE(S)	Price Including VAT
<b>Tenancy Set-up fee   Fully Managed &amp; Rent Collection</b> <i>Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; Advise on refurbishment, provide guidance on compliance with statutory provisions &amp; letting consents, carry out accompanied viewings (as appropriate), Market the property &amp; advertise on relevant portals, Erect board outside property in accordance with Town &amp; Country Planning Act 1990, Advise on non-resident tax status and HMRC (if relevant)</i>	45% of the first months rent
<b>Management Fee</b> <i>Collect &amp; remit the monthly rent received, pursue non-payment of rent &amp; provide advice on rent arrears actions, deduct commission &amp; other works, advise all relevant utility providers of changes, undertake management visits &amp; notify landlord of the outcome, arrange routine repairs &amp; instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction &amp; provide tenant with the NRL8 (if relevant).</i>	15% of the rent pcm
<b>Fully Managed   Infinity</b> As above with Hunters Infinity Rent Protection – Rent on Time	Not available at this branch
<b>Fully Managed   Inspire Pro</b> As above with Hunters Inspire Pro Rent Guarantee	18% of the rent pcm
<b>Fully Managed   Innovate</b> As above with Hunters Innovate Eviction Cover	16.2 % of the rent pcm
<b>Rent Collection Fee %</b> <i>Collect &amp; remit the monthly rent received, deduct commission &amp; other works, pursue non-payment of rent &amp; provide advice on rent arrears actions, make any HMRC deduction &amp; provide tenant with the NRL8 (if relevant).</i>	9.6 % of the rent pcm
<b>Rent Collection   Infinity</b> As above with Hunters Infinity Rent Protection – Rent on Time	Not available at this branch
<b>Rent Collection   Inspire Pro</b> As above with Hunters Inspire Pro Rent Guarantee	12.6 % of the rent pcm
<b>Rent Collection   Innovate</b> As above with Hunters Innovate Eviction Cover	11.4 % of the rent pcm
<b>Tenancy Set Up Fee   Tenant Find/Let Only</b> <i>Agree the market rent &amp; find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions &amp; letting consents, carry out accompanied viewings (as appropriate), Market the property &amp; advertise on relevant portals, Erect board outside property in accordance with Town &amp; Country Planning Act 1990, Advise on non-resident tax status &amp; HMRC (if relevant). Collect &amp; remit initial months' rent received, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction &amp; provide tenant with the NRL8 (if relevant).</i>	90 % of the first months rent
<b>Set Up Fee   Tenant Find/Let Only</b> As above with Hunters Innovate Eviction Cover	Not available at this branch
<b>Set Up Fee   Tenant Find/Let Only</b> As above with Hunters Inspire Pro Rent Guarantee	Not available at this branch
<b>Deposit Registration Fee, per Annum - Based on a fixed fee</b> <i>All Tenants deposits must be registered by law. This fee is for Registering landlord &amp; tenant details &amp; protect the security deposit with a Government-authorised Scheme, provide the tenant(s) with the Deposit Certificate &amp; Prescribed Information within 30 days of start of tenancy</i>	£48

The Buntingford Office is part of a Client Money Protection Scheme	NALS Ref; A5146
This Office is part of The Property Ombudsman Redress Scheme	 



LANDLORD FEE(S)	Price Including VAT
<p><b>Tenant Referencing Fee</b> – Based on a fixed fee, per person Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords) &amp; any other relevant information to assess affordability. Chargeable only when not taken as part of our standard services.</p>	£48
<p><b>Renewal Fee</b> Contract negotiation, amending &amp; updating terms &amp; arranging a further tenancy &amp; agreements if both parties agree.</p>	£120 Based on a fixed fee
<p><b>Withdrawal Fee</b> If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.</p>	£150 Based on a fixed fee
<p><b>Quarterly Submission of Non-Resident to HMRC</b> This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An Annual submission is also required.</p>	£36 quarterly
<p><b>Annual Submission of Non-Resident Landlords to HMRC</b></p>	£72 annually
<p><b>Annual Summary Statement</b> This fee is charged to produce a single summary statement of those monthly statements already sent.</p>	£72 annually
<p><b>Preparation of Section 13 on a Tenant Find/Let Only</b> This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf</p>	£36
<p><b>Preparation of Section 8 Notice Documentation Pack</b> Collation &amp; reproduction of copy documents including tenancy, references, deposit, inventory, contemporaneous system notes etc</p>	£48
<p><b>Court Attendance</b> To attend with and/or represent you in Court – eg; eviction of tenant(s). Expenses would include travel, accommodation and parking where applicable</p>	£120 + expenses
<p><b>Dispute Fee</b> In the event that a settlement cannot be made as us acting as Stakeholder. This fee covers compiling the relevant documentation to support the landlords position.</p>	£120
<b>Safety Requirements;</b>	
<p><b>EPC</b> To arrange access and retain certificate</p>	£120
<p><b>Gas Safety Cert/Check</b> To arrange access and retain certificate</p>	£95
<p><b>Smoke/Carbon Monoxide alarm installation</b> Arranging the installation of the smoke and carbon monoxide alarms</p>	£40
<p><b>Smoke/Carbon Monoxide alarm checks</b> To check alarms on the first day of the Tenancy</p>	£20
<p><b>Portable Appliance Test (PAT)</b> To arrange access and retain certificate</p>	£94.80
<p><b>Legionnaires Risk Assessment</b> To arrange access and retain certificate</p>	£70
<p><b>EICR (electrical installation condition report)</b> To arrange access and retain certificate</p>	Quote on request
<p><b>Changing light bulbs</b> This fee covers the cost for time taken to arrange for light bulbs to be installed/replaced through no fault of any tenants, where not supplied by landlord or at additional request.</p>	£20 plus cost of bulbs
<p><b>Key cutting</b> This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.</p>	£20 plus cost of key



LANDLORD FEE(S)	Price Including VAT
Photocopies of Inventory/Tenancy Agreement, per document	£18
Letter for mortgage purposes	£25
<b>Work supervision and arrangement fees</b> <i>For cost of repairs &amp; maintenance work for work carried out in excess of £500.00</i>	12% of work value
<b>Pre or Post Tenancy Work Arrangement</b> <i>Fee for time spent in arranging quotes &amp; organising repairs, prior to the letting of the Premises should a let not proceed, or during vacant periods</i>	£24 per quote
<b>Care-Taking Service;</b> <i>Per visit for visiting and checking the Premises during void periods</i>	£30 per visit
Administration charge for additional services carried out upon your written request	£30 per service
Any commission earned by us when acting on your behalf will be retained by us, typically this will range from nil to 10% of the value of the works completed.	

**Per Inventory | Check In | Checkout, when not included as part of normal service**

	Furnished, Inc VAT	Unfurnished, Inc VAT
Studio Inventory	£120	£85
1 Bedroom Inventory	£130	£95
2 Bedroom Inventory	£140	£105
3 Bedroom Inventory	£160	£135
4 Bedroom Inventory	£180	£170
Studio Check In	£85	£65
1 Bedroom Check In	£95	£80
2 Bedroom Check In	£110	£90
3 Bedroom Check In	£125	£105
4 Bedroom Check In	£145	£125
Studio Check Out	£85	£75
1 Bedroom Check Out	£95	£85
2 Bedroom Check Out	£105	£95
3 Bedroom Check Out	£115	£105
4 Bedroom Check Out	£135	£125

For properties greater than 4 bedroom, please ask in Branch for more detailed Fees