



LANDLORD FEE(S)	Price Including VAT
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<p>Tenancy Set-up fee Fully Managed & Rent Collection <i>Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; Undertake Credit Referencing, Advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals, Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status and HMRC (if relevant).</i></p>	£400.00
<p>Management Fee <i>Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i></p>	12% of the rent pcm
<p>Rent Collection Fee % <i>Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i></p>	9.6% of the rent pcm
<p>Tenancy Set Up Fee Tenant Find/Let Only <i>Agree the market rent & find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals, Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status & HMRC (if relevant). Undertake credit referencing. Collect & 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 & provide tenant with the NRL8 (if relevant).</i></p>	Equal to three weeks (agreed) rent
<p>Deposit Registration Fee, per Annum - Based on a fixed fee <i>All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorized Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy</i></p>	£60.00 per let
<p>Tenant Referencing Fee – Based on a fixed fee, per person <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords) & any other relevant information to assess affordability. Chargeable only when not taken as part of our standard services.</i></p>	£75.00
<p>Renewal Fee <i>Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.</i></p>	£150.00
<p>Withdrawal Fee <i>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.</i></p>	£360.00

The South Kent Offices are part of a Client Money Protection Scheme	Safeagent;A5009
This Office is part of The Property Ombudsman Redress Scheme	 



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Quarterly Submission of Non-Resident to HMRC <i>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.</i>	£30.00 quarterly
Annual Submission of Non-Resident Landlords to HMRC	£60.00 annually
Annual Summary Statement <i>This fee is charged to produce a single summary statement of those monthly statements already sent.</i>	£60.00 annually
Court Attendance <i>To attend with and/or represent you in Court – eg; eviction of tenant(s). Expenses would include travel, accommodation and parking where applicable</i>	£120.00 + expenses
Dispute Fee <i>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.</i>	£75.00
Safety Requirements;	
EPC <i>To arrange access and retain certificate</i>	£99.00
Gas Safety Cert/Check <i>To arrange access and retain certificate</i>	£99.00
Smoke/Carbon Monoxide alarm installation <i>Arranging the installation of the smoke and carbon monoxide alarms</i>	Quote on Request
Smoke/Carbon Monoxide alarm checks <i>To check alarms on the first day of the Tenancy</i>	Quote on Request
Portable Appliance Test (PAT) <i>To arrange access and retain certificate</i>	Quote on Request
Legionnaires Risk Assessment <i>To arrange access and retain certificate</i>	£118.80
EICR (electrical installation condition report) <i>To arrange access and retain certificate</i>	Quote on Request
Changing light bulbs <i>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.</i>	£24.00 plus cost of bulbs
Key cutting <i>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.</i>	£12.00 plus cost of key
Photocopies of Inventory/Tenancy Agreement, per document	£48.00 per document
Letter for mortgage purposes	£60.00 refundable if using Hunters Lettings
Work supervision and arrangement fees <i>For cost of repairs & maintenance work for work carried out in excess of £500.00</i>	12% of work value
Pre or Post Tenancy Work Arrangement <i>Fee for time spent in arranging quotes & organising repairs, prior to the letting of the Premises should a let not proceed, or during vacant periods</i>	£24.00 per quote
Care-Taking Service; <i>Per visit for visiting and checking the Premises during void periods</i>	£30.00 per visit
Administration charge for additional services carried out upon your written request	£30.00 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.	

**LANDLORD FEE(S)****Price Including VAT****Per Inventory | Check In | when not included as part of normal service**

Furnished, Inc VAT

Unfurnished, Inc Vat

1 Bedroom Inventory	£174.00 inc vat	£156.00 inc vat
2 Bedroom Inventory	£204.00 inc vat	£180.00 inc vat
3 Bedroom Inventory	£234.00 inc vat	£210.00 inc vat
4 Bedroom Inventory	£270.00 inc vat	£240.00 inc vat
1 Bedroom Check Out	£120.00 inc vat	£100.00 inc vat
2 Bedroom Check Out	£140.00 inc vat	£120.00 inc vat
3 Bedroom Check Out	£160.00 inc vat	£140.00 inc vat
4 Bedroom Check Out	£180.00 inc vat	£160.00 inc vat

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