




LANDLORD FEE(S)	Price Including VAT
<b>Pre Tenancy Administration</b> Verify Tenant suitability, including referencing, credit check, Right to Rent identity and work permit checks.	£84.00
<b>Tenancy Legal Administration</b> Preparation and serving of compliant tenancy agreements and relevant notices. Authorised to sign on behalf of the landlord.	£150.00
<b>The Management Letting Service Fee</b> 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 & 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). 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).	15% of the rent received
<b>Rent Collection Only Service Fee %</b> 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 & 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). Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions.	8.4% of the rent received
<b>The Letting Only Service</b> 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). 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).	78% of the rent pcm
<b>The Letting Only Service</b> <b>Pre Tenancy Administration</b> Verify Tenant suitability, including referencing, credit check, Right to Rent identity and work permit checks.	£100.00
<b>Deposit Registration Fee (only charged to The Letting Only Service on request)</b> All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorised Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy	£55.00 (new tenancies) & £40.00 for re-registering (on notification by Landlord)

The Hitchin Office is part of a Client Money Protection Scheme	Name/Ref No
This Office is part of The Property Ombudsman Redress Scheme	 



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<p><b>Renewal or Replacement Tenancy Agreement &amp; Notices</b>  <i>Contract negotiation, amending &amp; updating terms &amp; arranging a further fixed term tenancy &amp; agreements for existing parties.</i></p>	<p>£66.00</p>
<p><b>Withdrawal Fee</b>  <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>	<p>£250.00</p>
<p><b>Quarterly Submission of Non-Resident to HMRC</b>  <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></p>	<p>Included in both The Management Letting Service and The Rent Collection Only Service</p>
<p><b>Annual Submission of Non-Resident Landlords to HMRC</b></p>	<p>Included in both The Management Letting Service and The Rent Collection Only Service</p>
<p><b>Annual Summary Statement</b>  <i>This fee is charged to produce a single summary statement of those monthly statements already sent.</i></p>	<p>Included in both The Management Letting Service and The Rent Collection Only Service</p>
<p><b>Preparation of Section 13</b>  <i>This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf</i></p>	<p>Included in both The Management Letting Service and The Rent Collection Only Service</p>
<p><b>Preparation for a Section 8 Notice Documentation Pack</b>  <i>Collation &amp; reproduction of copy documents including tenancy, references, deposit, inventory, contemporaneous system notes etc . The service of a Section 8 Notice is recommended to be carried out by a solicitor</i></p>	<p>Included in both The Management Letting Service and The Rent Collection Only Service</p>
<p><b>Court Attendance</b>  <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></p>	<p>Hourly rate of £42.00 per hour</p>
<p><b>Dispute Fee</b>  <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></p>	<p>Included in The Management Letting Service</p>
<p><b>Safety Requirements;</b></p>	
<p><b>EPC</b>  <i>To arrange access and retain certificate</i></p>	<p>£120.00</p>
<p><b>Gas Safety Cert/Check</b>  <i>To arrange access and retain certificate</i></p>	<p>Subject to change as it is based on relevant contractor charges</p>
<p><b>Smoke/Carbon Monoxide alarm installation</b>  <i>Arranging the installation of the smoke and carbon monoxide alarms</i></p>	<p>Subject to change as it is based on relevant contractor charges</p>
<p><b>Smoke/Carbon Monoxide alarm checks</b>  <i>To check alarms on the first day of the Tenancy</i></p>	<p>Subject to change as it is based on relevant contractor charges</p>



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<b>Portable Appliance Test (PAT)</b> <i>To arrange access and retain certificate</i>	Subject to change as it is based on relevant contractor charges
<b>Legionnaires Risk Assessment</b> <i>To arrange access and retain certificate</i>	Subject to change as it is based on relevant contractor charges
<b>EICR (electrical installation condition report)</b> <i>To arrange access and retain certificate</i>	Subject to change as it is based on relevant contractor charges
<b>Changing light bulbs</b> <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>	Subject to change as it is based on relevant contractor charges
<b>Key cutting</b> <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>	Reimbursement of cost only for The Management Letting Service
Copies of Inventory/Tenancy Agreement, per document (usually in PDF format, not paper)	Included in all services
Letter for mortgage purposes	£**
<b>Work supervision and arrangement fees</b> <i>For major refurbishment and &amp; maintenance work for work carried out in excess of £5,000.00</i>	10% of work value
<b>Pre or Post Tenancy Work Arrangement</b> <i>Referral from approved contractors for time spent in arranging quotes &amp; organising repairs, prior to the letting of the Premises, or during vacant periods</i>	5% of contractor's invoice
<b>Care-Taking Service;</b> <i>Per visit for visiting and checking the Premises (chargeable only as an agreed additional service carried out upon written terms)</i>	Hourly rate of £42.00 per hour
Administration charge for additional services carried out upon your written request	Hourly rate of £42.00 per hour
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, (Independent Inventory Clerk charges are subject to change). All inventories check ins and check outs are carried out by independent inventory clerks to protect impartiality on behalf of the Landlord**

Unfurnished, Inc VAT

1 Bedroom New Inventory & Check In	£156.00
2 Bedroom New Inventory & Check In	£196.00
3 Bedroom New Inventory & Check In	£226.00
4 Bedroom New Inventory & Check In	£262.00
1 Bedroom Re-Let Inventory & Check In	£102.00
2 Bedroom Re-Let Inventory & Check In	£114.00
3 Bedroom Re-Let Inventory & Check In	£130.00
4 Bedroom Re-Let Inventory & Check In	£150.00
1 Bedroom Check Out	£78.00
2 Bedroom Check Out	£90.00
3 Bedroom Check Out	£102.00
4 Bedroom Check Out	£150.00



# Landlord

Lettings Price List



LANDLORD FEE(S)	Price Including VAT
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For furnished properties & greater than 4 bedroom, please ask in Branch for more detailed charges