

LANDLORD FEES

| SERVICES INCLUDED | LET ONLY SERVICE 10.8% inclusive of VAT (9% + VAT) (Set up fee £240 inclusive of VAT) | FULL MANAGEMENT SERVICE 14.4% inclusive of VAT (12% + VAT) (Set up fee £240 inclusive of VAT) |
|---|---|---|
| Full market appraisal |  |  |
| Full marketing of your property on the Elliott Lettings website and Rightmove |  |  |
| Accompany all viewings |  |  |
| Negotiate the terms of the tenancy with all parties |  |  |
| Tenant referencing including Right to Rent |  |  |
| Prepare and execute the Tenancy Agreement |  |  |
| Administration of all funds on commencement of the tenancy |  |  |
| Arranging gas safety check, EPC and electrical checks via our reputable contractors |  |  |
| Register and protect the deposit |  |  |
| Rent collection (direct debit/standing order) with statement |  |  |
| Arrange and manage all property maintenance |  |  |
| Management visits with landlord reports |  |  |
| Administer Tenancy Renewals |  |  |
| Administer all outgoing payments such as service charges and ground rents |  |  |
| A comprehensive check-in/check-out at the commencement of the tenancy (inventory) |  |  |
| Administer the return of the deposit |  |  |
| Prepare and serve Section Notices |  |  |

 Services included

 Services not included

(* Subject to additional payment)

DESCRIPTION OF LANDLORD FEES

| CHARGE | COST | DESCRIPTION |
|---|--------------------|--|
| Set Up Fee | £240 including VAT | Due on commencement of the tenancy and deducted from the first month's rent. |
| Deposit Registration Fee | £36 including VAT | Register deposit with The Deposit Protection Scheme (TDS), the government approved deposit protection scheme. Provide tenants with the Deposit Certificate and Prescribed Information within 30 days. |
| Inventory & Check-out Fee | POA | Varies depending on the specifications and size of the property. Typically, a 1 bedroom flat is £120.00 (no VAT is applicable) increasing depending on the amount of rooms, bathrooms, external areas etc. |
| Tenancy Agreement Fee | £108 including VAT | Preparation and execution of the Assured Shorthold Agreement. |
| Gas Safety Certificate | £108 including VAT | Our trusted Gas Safe Registered engineer will conduct the inspection and produce a certificate. |
| Electrical Testing | £120 including VAT | Our trusted Electrical Engineer will conduct the inspection and produce a certificate. Prices depending on the size of the property. |
| EPC | £108 including VAT | Our Assessor will conduct the report and provide an Energy Performance Certificate valid for 10 years. |
| Legionella Risk Assessment | £60 including VAT | Our Assessor will conduct the report and provide a certificate valid for 2 years. |
| Additional Property Visits | £72 including VAT | We include an annual management inspection. Additional visits will be charged. |
| Submission of Non-Resident Landlords Receipts to HMRC | £60 including VAT | To remit and balance the financial return to HMRC quarterly and respond to any specific queries relating to the return from the landlord or HMRC. |
| Serving of Notices | £90 including VAT | Prepare and serve Section Notices including Eviction. |
| Tenancy Renewal | £120 including VAT | Renewal of the Tenancy Agreement for a further 12 months. |
| Sale of Property Charge | 1.5% including VAT | Based on the sale price of the property. |

FEES TO TENANTS

HOLDING DEPOSIT (per tenancy)

One week's rent. This is to reserve a property. Please note this will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right to Rent check, provide materially significant false or misleading information or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

| CHARGE | COST | DESCRIPTION |
|--|---|---|
| Deposit | Varies | A deposit equivalent to 5 weeks rent (calculated by dividing the annual rent by 52 and multiplying by 5) will be required at the start of the tenancy. This is subject to referencing. |
| Default Fees for Lost Keys and/or Fobs | £60 including VAT (plus replacement cost) | |
| Change of Sharer (tenants request) | £120 including VAT | To cover the cost 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. |
| Early Termination (tenants request) | £120 including VAT | Should the tenant wish to leave their contract early, they shall be liable to 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. |
| Variation of Contract | £50 including VAT | To cover the costs associated with taking landlord's instructions, as well as the preparation and execution of new legal documents. |