

Lets switch



We are an ARLA licensed member

Call us on **0800 772 0150**  
or visit [letsswitchnow.co.uk](https://letsswitchnow.co.uk)



Independent Redress provided by: TPOS



Client Money Protection (CMP) provided by: ARLA

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[ARLA.CO.UK/FIND-AGENT](https://ARLA.CO.UK/FIND-AGENT)

# Fees to Landlords

## Level of service offered:

### Tenant Find

Agree the market rent and find a tenant in Accordance with our terms of business. Advise on current market conditions and preparation of property for letting. Provide guidance on compliance and letting consents. Erect board outside property in accordance with regulations. Discuss non-resident tax status and HMRC (if relevant). Prepare property brochure, market the property and advertise on relevant portals. Carry out accompanied viewings. Arrange an open house event (sole agency only). Negotiate offers and obtain references. Prepare and submit tenancy agreement. Arrange method of payment with tenant. Receive and remit first month's rent.

- Rent up to £500 pcm: **£504.00** (inc VAT)
- Rent up to £600 pcm: **£576.00** (inc VAT)
- Rent up to £700 pcm: **£648.00** (inc VAT)
- Rent up to £800 pcm: **£720.00** (inc VAT)
- Rent up to £900 pcm: **£792.00** (inc VAT)
- Rent up to £1000 pcm: **£864.00** (inc VAT)
- Rent up to £1200 pcm: **£960.00** (inc VAT)
- Rent over £1200 pcm: **by negotiation**

\*Please See Page 2 For Regional Variation

### Part Managed

- Multi Agency: **14% of rent** (inc VAT)
- Sole Agency: **12% of rent** (Inc VAT)

In addition to tenant introduction only service:

- Collect & remit rent
- Prepare regular statements
- Operate rent arrears procedures should rent not be received
- Provide advice on rent arrears action
- Contact landlord & tenant prior to the end of tenancy to discuss renewal or termination
- Give advice on current rental market conditions
- Arrange check out & provide check out report at the end of tenancy

### Fully Managed

- Multi Agency: **18% of rent** (inc VAT)
- Sole Agency: **15.6% of rent** (Inc VAT)

In addition to part managed service:

- Arrange repairs & instruct approved contractors
- Approve contractor invoices
- Provide a property management 24 hour emergency service
- Provide online maintenance reporting facility & fault finding system
- Investigate other tenancy related matters
- Arrange routine visits to the property
- Negotiate with landlord & tenant any disbursement from the deposit

### Additional Non-optional Charges (Managed & Part Managed Services):

Setup Fee (Landlords Share):

Covers the following: Tenant Find, Inventory & Schedule Of Condition, Check Out, Deposit Registration & Tenancy Agreement

- Room Let **£150** (inc VAT) Per Room
- Studio **£330** (inc VAT)
- 1 Bedroom **£360** (inc VAT)

- 2 Bedroom **£420** (inc VAT)
- 3 Bedroom **£480** (inc VAT)
- 4 Bedroom **£540** (inc VAT)
- Furnished, additional or extensive outbuildings or grounds are charged at an additional **£24** (inc VAT)

- Safe & Legal Checks **£100** (inc VAT)

Including: Smoke & CO Alarm Testing with synthesised smoke & CO, Legionella Risk Assessment Report, HHSRS style inspection & Pre-Tenancy Check



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# Fees to Landlords

## Additional charges:

### Additional Fees and Charges

- Additional Property Visits: **£60** (inc VAT)
- Cutting Of Keys: **Invoice + 12%** (inc VAT)
- Renewal Fee (Landlord's Share): **£96** (inc VAT)
- Extension To Periodic Tenancy: **£36** (inc VAT)
- Submit Case To The Tenancy Deposit Scheme: **£90** (inc VAT)
- Withdrawal Fee If Landlord Withdraws (Prospective Tenancy): **£300** (inc VAT)
- Court Attendance: **£60** (inc VAT) / hour
- Annual Tax Summary: **£50** (inc VAT)
- Instructing Another Agent During Sole Agency: **£360** (inc VAT)
- Termination Fee: **One Month's Rent** (inc VAT)
- Rent Protect Plus: **2.7%** (inc VAT) of monthly rental (Calculated against annual rent for Tenant Introduction Service)

### Additional Room Let Service

#### Fees Applicable to Fully Managed Service Only:

- Tenancy Renewal Fee (Landlord Share): **£24.00** (inc VAT) Per Room
- Periodic Extension: **£12.00** (inc VAT) Per Room
- Submit Case To Deposit Adjudication: **£90.00** (inc VAT) Per Room
- Annual Tax Summary: **£60.00** (inc VAT) Per Room

### Additional Room Let Service

#### Fees Applicable To Tenant

#### Introduction Service Only:

- Tenancy Renewal Fee: **£60** (inc VAT) Per Room
- Issue Of Section 21 Notice\*: **£42** (inc VAT) Per Room

### Additional Non Optional Charges

#### (Tenant Introduction Service)

- Safe & Legal Checks: **£100** (inc VAT)

Including: Smoke & CO Alarm Testing with synthesised smoke & CO, Legionella Risk Assessment Report, HHSRS style inspection & Pre-Tenancy Check

\*Please note that in the following post code areas our Tenant Introduction fee is charged at 7.2%(inc VAT) of the Annual Rent: CR0, CR2, CR3, CR4, CR6, CR7, CR8, KT20, KT22, RH1, RH2, RH3, RH4, RH5, RH8, SE25, SM1, SM2, SM3, SM5, SM6 & SM7

### Additional Optional Fees and Charges

#### Tenant Find Service:

#### Inventory:

- Room Let: **£150** (inc vat) Per Room
- Studio apartment: **£150** (inc vat)
- One bedroom: **£168** (inc vat)
- Two bedrooms: **£186** (inc vat)
- Three bedrooms: **£204** (inc vat)
- Four+ bedrooms: **£228** (inc vat)
- Furnished properties as per above: **+£24** (inc vat)
- Register deposit with T.D.S: **£30** (inc vat)
- Tenancy renewal: **£120** (inc vat)
- Repeat Right To Rent Checks: **£30** (inc vat)
- Issue of section 21 notice: **£42** (inc vat) Providing all statutory requirements have been met