

Landlord charges:

Sole Agency Management is 12% + VAT (Equivalent to £14.4% with the VAT included)

This is taken from the monthly rent along with any other outgoings. A statement will be sent to you along with payment within 5 working days.

- Set up of Tenancy - **£250.00 + VAT (equivalent to £300.00 with VAT included)** This fee will be charged in the event the Landlord should decide not to proceed with an agreed tenancy. Referencing of up to two tenants over the age of 18 and one guarantor. Prepare and execute Tenancy Agreement and check-in Tenant – To ensure relevant paperwork is signed and retained, appropriate ID copied, deposit and first month's rent paid.
- Additional tenants and guarantors referencing fee **£20.00 per person + VAT (equivalent to £24.00 with VAT included)**
- Additional copies of Assured Shorthold Tenancy Agreement.
£20.00 plus VAT (equivalent to £24.00 with VAT included).
- Independent Inventory and Schedule of Condition - **From £100.00* (*Cost depends on size of property)** To prepare and supply copies for retention by the Agent and the Tenant.
- Tenancy Deposit Protection – **£35.00 plus VAT (equivalent to £42.00 with VAT included)**
To lodge the deposit with an appropriate Deposit Protection Scheme
- Tenancy Renewal – **£50.00 + VAT** negotiate yearly rent review, prepare and execute a new Tenancy Agreement
- Check-out Tenant – **£100.00 + VAT. (equivalent to £120.00 with VAT included)** To inspect the property against the Schedule of Condition. Take meter readings, collect and receipt keys. Any deductions from the deposit will be discussed with the Landlord. Any deductions must be agreed between the Landlord/Agent and the tenant within 10 days after the end of the tenancy to comply with Tenancy Deposit Protection Laws. Please note we may on occasion utilize the services of an independent check-out clerk, any additional cost will be agreed with you.
- If the Landlord and Tenant are unable to reach agreement the Landlord or tenant will have the right to dispute the deduction using Alternative Dispute Resolution (ADR). The ADR decision is final and binding. Initial preparation of paperwork in connection with Deposit Alternative Dispute Resolution. **£100.00 plus VAT (equivalent to £120.00 with VAT included).** Payable in advance. Further charges may be applicable if on going work is required.
- Eviction of a tenant, submitting necessary paperwork and payments to the Courts (whether successful or not).
£1000.00 plus VAT (equivalent to £1200 with VAT included). Payable in advance. (if you have a rent protection policy. This may be covered within a rent protection insurance, please refer to your insurers)
- Serving of Legal notices such as but not exclusively Section 21 6a or Section 8 **£100.00 + VAT (equivalent to £120.00 with VAT included)**
- Property Checks – One annual property check included as standard as part of the management fee. Arrange access with tenant, inspect property and report to Owner and Tenant accordingly. **Additional checks are charged at £50.00 plus VAT (equivalent to £60.00 with VAT included).**
- Letters written for purposes not contained within our standard management duties.
£35.00 plus VAT (equivalent to £42.00 with VAT included).

- Landlord's Gas Safety Certificate (required by law)
£66.67 plus VAT* (equivalent to £80.00 with VAT included). (*Approximate cost)
- Electrical Installation Condition Report (EICR) (required by law) **From £165.00* VAT contractor dependent (*Approximate cost)**
- Portable Appliance Test
£65.00 plus VAT* (equivalent to £78.00 with VAT included). (*Approximate cost)
- Energy Performance Certificate (required by law) including floorplan
From £100.00 inclusive of VAT
- To remit and balance the financial return to HMRC **£100.00 + VAT**
- To provide additional statements **£25.00 + VAT**
- To provide a yearly tax statement **£100.00 + VAT**
- All major works over £1,000.00 & insurance claims requiring project management to be subject to a **10% plus VAT** of contractors final invoices payable to Banfield Estate Agents.
- Obtaining more than two contractors quotes **£25.00 + VAT** per additional quote