

LANDLORD FEES & CHARGES

	Let only: 9.6% inc. VAT of rent (8% + VAT)	Rent collection: 12% inc. VAT of rent (10% + VAT)	Fully managed: 19.2% inc. VAT of rent (16% + VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and lettings consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service – negotiate terms, tenant referencing and all tenancy-related paperwork	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial rent payment		✓	✓
Provide tenants with method of payment		✓	✓
Register the deposit with an approved government scheme (if applicable)		✓	✓
Arrange an independent inventory, check-in and check-out inspection		✓	✓
Deduct any pre-tenancy invoices		✓	✓
Make any HMRC deductions and provide tenant with the NRL8 (if relevant)		✓	✓
Advise all relevant utility providers of any changes			✓
Demand, collect and remit rent payments		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange for updated compliance certificates to be carried out, when required			✓
Arrange routine repairs and instruct approved contractors (providing quotes, if required)			✓
Provide an out-of-hours emergency contractor to tenants			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

Lettings Services

(The below fees are payable for the duration of a Tenancy)

1. Letting only service	8% + VAT (9.6% inc. VAT)
2. Letting plus rental demand service	10% + VAT (12% inc. VAT)
3. Property management service	6% + VAT (7.2% inc. VAT)
4. Void period / vacant management	To be agreed on a case-by-case basis
5. Sales commission if Tenant purchases the Property	2% + VAT (2.4% inc. VAT) of the purchase price

Administration Fees

1. New Tenancy administration fee <i>(This includes referencing, the initial Right to Rent check, deposit registration, contract negotiation and arranging the signing of the tenancy agreement and other tenancy paperwork)</i>	£375 + VAT (£450 inc. VAT)
2. Preparation of an Inventory / Check-In or Check-Out report by an independent inventory clerk	Provided upon request
3. Section 13 administration fee	£150 + VAT (£180 inc. VAT)
4. Non-Housing Act renewal fee	£150 + VAT (£180 inc. VAT)
5. Section 8 administration fee <i>(Please note that we cannot serve a Section 8 notice in-house. This fee covers the provision of documents and relevant information to your appointed solicitor)</i>	£150 + VAT (£180 inc. VAT)
6. Notice To Quit or Deed of Surrender administration fee	£150 + VAT (£180 inc. VAT)
7. Tenancy addendum / memorandum of agreement	£150 + VAT (£180 inc. VAT)
8. Change of sharer administration fee <i>(This includes referencing, the initial Right to Rent check, updates to the deposit and the negotiation and signing of any tenancy paperwork)</i>	£150 + VAT (£180 inc. VAT)
9. Preparation for first-tier tribunal / court proceedings	£150 + VAT per hour (£180 inc. VAT per hour)
10. Court attendance	£250 + VAT per hour (£300 inc. VAT per hour)
11. License application fee <i>(This includes License to Sublet, application to Selective Licensing schemes or HMO license etc.)</i>	£375 + VAT (£450 inc. VAT)
12. Payment of Non-Resident Landlord tax to HMRC	£100.00 + VAT per quarter (£120 inc. VAT per quarter)
13. Cancellation / withdrawal from a Tenancy prior to move-in	£500.00 + VAT (£600 inc. VAT)
14. Deposit transfer fee <i>(Transfer of the deposit to another deposit provider or agency during the term of the tenancy)</i>	£50 + VAT (£60 inc. VAT)
15. Any additional work not set out in these terms of business	£150 + VAT per hour (£180 inc. VAT per hour)

Additional Administration Fees

(Not applicable where Tedworth Property are appointed on a fully managed basis)

1. Arrangement fee for Gas Safety Certificate	£30 + VAT (£36 inc. VAT)
2. Arrangement fee for Electrical Installation Condition Report	£30 + VAT (£36 inc. VAT)
3. Arrangement fee for Energy Performance Certificate	£30 + VAT (£36 inc. VAT)
4. Arrangement for installation of Smoke and / or Carbon Monoxide alarms <i>(Please note this does not include the cost of purchasing the alarms or their installation)</i>	£30 + VAT (£36 inc. VAT)
5. Mid-tenancy inspection	£150 + VAT (£180 inc. VAT)
6. Assistance with deposit deductions and deposit return process	£375 + VAT (£450 inc. VAT)
7. Assistance with Tenancy Deposit Scheme dispute <i>(Preparation and submission of paperwork and evidence to the arbitration service)</i>	£150 + VAT per hour (£180 inc. VAT per hour)
8. Right to Rent re-check	£50 + VAT (£60 inc. VAT)

Client money protection
Independent redress

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