

LANDLORD FEES (Inclusive of VAT)

Introduction Only—set-up fee – 90% of the first month's gross rent . (Minimum fee of £300.00)

Points 1-4 (see below in red)

Full Management – set-up fee 60% of the first months rent (Minimum fee of £300.00)

& a monthly fee of 12% (see below in red)

Registration to Tenancy Deposit Scheme (TDS) £18.00

(Negotiable)

Sale of property to tenants (s) – 1.5% of achieved sales figure

Inventory– Included in Full Management set-up fee, otherwise prices starting from £120 for

Introduction Only properties

Gas Certificate + service- £66 (Renewed yearly)

EPC-£78.00 (Renewed 10 yearly)

Contract Renewal Fees £90.00

Annual Statement £24.00 & **Copy Statement** £6.00

1) Our Service provides comprehensive marketing of your property to include newspaper advertisements and internet advertising on the Allan Morris, Rightmove & On The Market

websites to include external and internal photographs where possible, along with internal office

displays and provisions for a To Let Board

2) Tenant selection and the provision of full credit references from an independent referencing agent

3) Transfer of initial rent

4) Preparation of the Tenancy agreement

5) Notifying utility companies of the change in occupation

6) Inspecting the property on a regular basis

7) Organising property repairs. Liaising with contractors, organising yearly gas certificates and generally keeping your asset in safe hands.

8) Organising a full inventory before the tenancy and conducting a check out when the tenancy comes to an end. If there is a dispute at the end of the tenancy we will deal with the Tenancy Dispute Service and help resolve any issues in a professional manner.

CLIENT MONEY PROTECTION INSURANCE SCHEME THROUGH NATIONAL FEDERATION OF PROPERTY PROFESSIONALS NFOPP

Independent redress provided by The Property Ombudsman Service

TENANT FEES (INCLUSIVE OF VAT)

Set up fee (tenant's share) £234.00 (inc VAT) for the first tenant and £60.00 (inc. VAT) for each additional tenant.

Company referencing is charged at £300.00 (inc. VAT)

Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy agreement

Processing the application, associated paperwork and referencing

Guarantor Fee £60.00 (inc VAT) per guarantor (if required)

Covering credit referencing and preparing a Guarantor Agreement as part of the Tenancy Agreement

DURING YOUR TENANCY:

Amendment /replacement of Tenancy Agreement £66.00 (inc VAT)

(Contract negotiation, amending terms and updating your tenancy agreement during your tenancy)

Renewal Fee (tenant's share) £66.00 (inc VAT)

(Contract negotiation, amending and updating terms and arranging a further tenancy and agreement)

ENDING YOUR TENANCY:

OTHER FEES AND CHARGES:

Professional Cleaning (if required) Starting from £18.00 (inc VAT) per hour which will be deducted from the Security Deposit

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

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