Services and Fees – Tenant Find

TENANT FIND FEE:
50% of the monthly property rent + VAT (60% inc. VAT)
or minimum £500 + VAT (£600 inc. VAT)

- Providing guidance on compliance with statutory provisions and letting consents.
- Advising on refurbishment prior to letting property.
- Providing Client Money Protection (CMP) in accordance with legislation to protect client money.
- Agreeing the market rent and finding a Tenant in accordance with the Landlord guidelines.
- Producing property details, including floor plans and photographs.
- Carrying out accompanied viewings (as appropriate).
- Marketing the property online.
- Erecting a board outside the property, in accordance with the Town and Country Planning Act 1990.
- Conducting full reference checks on up to two applicants approved by the Landlord. Additional applicants are charged at £24 inc. VAT.
- Liaising with the Tenant and Landlord to arrange agreed move in date.
- Drawing up AST Agreement and preparing all Landlord paperwork associated with the tenancy.
- Issuing Tenant with mandatory legal documentation – GSI, EICR, EPC, DPS Prescribed Matters and Terms and Conditions, Client Money Protection Certificate and How to Rent booklet.
- Issuing Tenant with relevant documentation associated with tenancy – AST Agreement, inventory (if applicable), guidance on condensation, smoke alarms, Legionnaires, standing order form etc.
- Collecting and remitting the initial months' rent received.
- Deducting commission and other charges and agreeing collection of any shortfall and payment.
- Registering Landlord and Tenant details and protecting the security deposit with the Deposit Protection Service (DPS) if deposit taken.

ASSURED SHORTHOLD TENANCY AGREEMENT
(NO MARKETING OR REFERENCING) FEE:
£300.00 + VAT (£360.00 inc. VAT) per tenancy

- Drawing up AST Agreement and preparing all Landlord paperwork associated with the tenancy.
- Issuing Tenant with mandatory legal documentation – GSI, EICR, EPC, DPS Prescribed Matters and Terms and Conditions, Tenant fees and How to Rent booklet.
- Issuing Tenant with relevant documentation associated with tenancy – AST agreement, inventory (if applicable), guidance on condensation, smoke alarms, Legionnaires, standing order form etc.
- Collecting and remitting the initial months' rent received.
- Deducting commission and other charges and agreeing collection of any shortfall and payment.
- Registering Landlord and Tenant details and protecting the security deposit with the Deposit Protection Service (DPS) if deposit taken.

INVENTORY FEE:
£150.00 + VAT (£180.00 inc. VAT)

- Preparing full detailed inventory of property including photographs.
- Arranging for Tenant to sign inventory and explaining procedure.

INSPECTION FEE:
£65.00 + VAT per inspection, per property (£78.00 inc. VAT)

- Liaising with Tenant to arrange suitable date for inspection.
- Inspecting the property.
- Supplying Landlords with detailed inspection report, including photographs and recommendations (where applicable).

EXTENSION TO AST FEE (FIXED TERM):
£75.00 + VAT (£90.00 inc. VAT)

- Reviewing rent in accordance with current market values and advising Landlords.
- Negotiating with Tenant for further fixed term.
- Directing Tenant to make payment change as appropriate.
- Issuing extension to AST Agreement paperwork.

RENT REVIEW FEE (STATUTORY/CONTRACTUAL PERIODIC):
£75.00 + VAT (£90.00 inc. VAT) per Section 13 notice

- Reviewing rent in accordance with current market values and advising Landlords.
- Negotiating with Tenant.
- Directing Tenant to make payment change as appropriate.
- Issuing Section 13 notice paperwork.

MAINTENANCE ADMINISTRATION FEE:
From £60.00 + VAT (£72.00 inc. VAT) per maintenance job

- Dealing with maintenance relating to Tenancy.
- Arranging quotations for any works required.
- Instructing approved contractors where agreed.
- Liaising with Tenants.

PROPERTY CHECKOUT FEE:
£150.00 + VAT (£180.00 inc. VAT)

- Arranging checkout documentation.
- Inspecting property at final checkout and providing detailed report with photographs.
- Arranging quotations where required for works required after checkout.
- Negotiating with Landlord and Tenant any deductions from the security deposit.

SECTION 21 NOTICE FEE:
£150 + VAT (£180.00 inc. VAT)

- Preparing Section 21 notice.
- Serving notice to Tenant with witness and providing proof of delivery.

ANTI-MONEY LAUNDERING ID CHECK
£20.00 + VAT (£24.00 inc. VAT) per landlord/company Director

- We are legally required to carry out an ID check on all landlords/ company Directors.