



Purple Circles

SALES | LETTINGS | PROPERTY MANAGEMENT

Schedule of Landlord Fees:

Let Only Services	Rent and Collect Service	Full Management Service
Tenant find fee – 5 weeks rent	Tenant find fee – 3 weeks rent	Tenant find fee – 3 weeks rent
Pre-tenancy administration £300.00	Pre-tenancy administration £300.00	Pre-tenancy administration £300.00
	Monthly Fee – 9% including VAT	Monthly Fee – 14% including VAT
Free Market appraisal and advice Market and advertise the property Introduction of tenant Accompanied viewings Obtaining references & credit checks Negotiate tenancy terms Collecting first month's rent and deposit Inform utilities of new tenant Co-ordinate relevant certificates	Let Only Service – Plus: Collecting and processing rent Chasing rent arrears Itemise monthly statements Process check out report	Rent and Collect Service – Plus: Process rent warranty claims Co-ordinate property repairs & maintenance Make expense payments from rent received Serving notice (if required) Negotiate the deposit release Assisting in legal matters

Additional Services:

HMO Management – **17% including VAT**

Fire Risk Assessments – **on quotation**

HMO Licence Application Administration – **£450.00 including VAT (excludes costs of licence)**

Energy Performance Certificate (EPC) – **from £95.00**

Gas Safety Certificate – **£99.00 including VAT with service – £150.00 including VAT**

Electrical Installation Checks – **on quotation**

Rent Guaranteed Insurance – **on quotation**

Inventory / Check in / Check out – **on quotation (please visit <https://www.lettingahead.com>)**

Interim Inspections – **£90 including VAT (please visit <https://www.lettingahead.com>)**



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Comprehensive Tenant Referencing – **from £50.00 per individual**

Sit and Wait at the Property – **£45.00 per hour**

Guarantor referencing – **£25 each guarantor**

Residential Conveyancing Service – **on quotation**

Prepare and administer legal paperwork on behalf of the landlord (stage 2 & 3) – **from £180.00 including VAT**

Attend court on behalf of the landlord – **from £75.00 including VAT per hour**

Managed and non-managed additional services:

Renewal of tenancy contracts

a) Fixed Term – **£40.00 including VAT**

b) Periodic – **£40.00 Including VAT**

c) Let Only – **£80.00 Including VAT**

d) Rent Increases – **£45.00 Including VAT**

Prepare and serve notice – **£180.00 including VAT**

Prepare and administer claims against deposit – **£220.00 including VAT**

Prepare and administer documents for disputed claims – **£360.00 including VAT**

Prepare and administer legal paperwork on behalf of the landlord (stage 2 & 3) – **from £180.00 including VAT**

Attend court on behalf of the landlord – **from £75.00 including VAT per hour**

Register and hold deposit in TDS Scheme – **£42.00 per annum**

Assist with insurance claims – **10% of rent amount per month**

Right to rent checks throughout tenancy (per occupier aged 18 and over)

Other Fees:

Withdrawal by landlord after tenant referencing (abortive fees) – **£240.00 including VAT**

Withdrawal by landlord before tenant referencing – **£100.00 including VAT**

Forwarding mail cost – **£12.00 (postal cost is excluded)**

