

Landlord Scale of Charges

1.) Let Only Service	60% to 120% of one calendar months' rent inclusive of VAT. Subject to a minimum fee of £660.00 inclusive of VAT
2.) Letting and Rent Collection Service	Let Only fee as above plus 11% (inclusive of VAT) of the rent received, deducted by the Agent.
3.) Full Management Service	Let Only fee as above plus between 12% and 15% (inclusive of VAT) of the rent received, deducted by the Agent. Licensed HMO properties will be charged for Let Only fee as above plus 18% (inclusive of VAT) of the rent received, deducted by the Agent.

The fees specified for the above services are payable when any individual or organisation enters into an agreement to rent a property using an Assured Shorthold Tenancy as a result of our promotion, introduction, or viewing. For all services, reduced rates will apply for tenancy renewals. For our Full Management service, reduced rates will apply for subsequent re-lets.

Contractual tenancies

For Contractual agreements only, an administration charge of 60% of one month's rent (including VAT) will be charged. The Tenant Fees Act 2019 only applies to Assured Shorthold tenancies.

Additional Charges

Tenant/ Guarantor credit check	Free of charge (RRP £15 per credit check)
Tenant/ Guarantor comprehensive reference	£30.00 (inclusive of VAT)
Company reference	£50.00 (inclusive of VAT)
Deposit protection with Custodial DPS and issuance of prescribed information for Letting and Rent Collection and Full Management Service	Free of charge. Though, should a Landlord request any changes to a protected deposit during a tenancy, the Agent will charge the Landlord at our Professional Hourly Rate (minimum of 1 hour is billable)
Deposit protection and issuance of prescribed information for Let Only service (this service is only available if agreed in writing by the Agent)	£90.00 (inclusive of VAT) If a scheme other than DPS Custodial is being used the Landlord must provide the Agent with the certificate and supporting scheme documentation

Release of the damage deposit held on My Property Box Tyne and Wear. Custodial DPS accountfor our Let Only service at the end of a tenancy (from 1st December 2020 onward)	£90.00 (inclusive of VAT) for deposit releases which require no arbitration
	For deposits which are disputed or require statutory declaration / single claim, we will charge our Professional Hourly Rate with a minimum charge of £150.00 (inclusive of VAT)
Right to Rent checks	Free of charge
	The Agent cannot be held liable if checks are not carried out should the Landlord release keys themselves
Inventory service	Individual quotes based on specification i.e. number of beds/ baths through an independent supplier
Duplicate statements	Free of charge
Professional Hourly Rate	£60.00 (inclusive of VAT) Charged by the Agent when required to carry out any additional work
Key release for check in	Free of charge
	From one of our offices. The Agent will not meet tenants at the property
Move in pack, which may include serving inventory and gas safety record	Free of charge
	Issued to the first person to collect keys from our office. For Let Only service, the Landlord must supply all documents to the Agent
Property visit to a property under Let Only or Letting and Rent Collection service levels (if agreed in writing between the Landlord and Agent	We will charge our Professional Hourly Rate with a minimum charge of £60.00 (inclusive of VAT)
Vacant property visit (if agreed in writing between the Landlord and Agent)	We will charge our Professional Hourly Rate with a minimum charge of £60.00 (inclusive of VAT)
Tenancy renewal fee	60% of one month's rent (inclusive of VAT)
	If the monthly rental is £600.00 you will pay a fee

of £360.00 (inclusive of VAT)

Maintenance arrangement fee for Let Only and Letting and Rent Collection services	12% (inclusive of VAT) of the total cost of the invoice for completed works, minimum charge of £10.00 (inclusive of VAT)
Maintenance arrangement fee for Full Management service	12% (inclusive of VAT) of the total cost of the invoice for completed works
Transfer of management to the Landlord or another Agent	£120 (inclusive of VAT) minimum, per property
HMO / licence application	£420.00 (inclusive of VAT), per application, plus cost of disbursements. For all service levels, this amount will include the cost of a floor plan A 12% (inclusive of VAT) fee will be applied to all additional works arranged by My Property Box Tyne and Wear in support of the application such as safety certificates and other works required to adhere with licence requirements

Where the Landlord cancels the Agent's instruction to provide a management service, the Agent reserves the right to charge the Landlord for reasonable costs for the remaining period.

Where the Landlord cancels a let where the Agent has conducted tenancy related paperwork, the Agent reserves the right to charge the Landlord for reasonable costs.

VAT is payable at the prevailing rate on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated above.

Redress Scheme

Letting Agents are required to be a member of a redress scheme. We belong to the following property redress scheme The Property Redress Scheme and you can seek redress by writing to the scheme at:
Address: The Property Redress Scheme, Premiere House, 1st Floor Elstree Way, Borehamwood, Hertfordshire WD6 1JH. **Website: www.theprs.co.uk**