

MEMBERSHIPS AND FEES

*Felicity J. Lord*



# MEMBERSHIPS AND FEES

## Associations and Memberships



Felicity J Lord are members of a client money protection scheme through ARLA and are also members of SAFEagent.



Felicity J Lord are members of The Property Ombudsman independent redress scheme.

## LANDLORD FEES

Description	Fee*
Tenancy Set Up including producing the tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	£414
Lettings Service Fee including Marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	14.4% of annual rent payable
Property Management Service including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	20.4% of annual rent payable
Enhanced Marketing service including marketing of your property using our exclusive social media technology, FLINK	£275
Discounted Enhanced Marketing service	£220
Extension Set Up production of extension tenancy agreement	£150
Instruction of another agent during sole agency period with Felicity J Lord - Administration Fee	£360
Withdrawal from entering into a tenancy having instructed Felicity J Lord to proceed - Administration Fee	£360
Paper copies of statements of account	£3.00 per month
Tax retention and completion of documentation for HMRC	£99 per quarter
Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC	£50
Provision of a statement showing gross income and expenditure for the year	£120
Negotiations of deductions from Deposit or Flatbond (not Fully Managed)	£300
Attendance at Court/Tribunal	£180 day/part thereof
Service of Notices Administration Fee (including Section 8 or 21) where Full Management service is not taken	£250
Extra property visit	£46.80
Wait at property for landlord appointed Contractor following an arranged appointment	£60 per hour/part thereof
Undertake partial or total furnishings for the property - Administration Fee	12% total value
Key Cutting Administration Charge	£30
Payment to a bank account held outside of the United Kingdom	£50 per payment made
Licensing Application Fee where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in Felicity J Lord becoming the licence holder for the property).	£238.80
Rent Confirmation for Mortgage Provider Letter Fee	£50
Gas Safety Administration Fee - Arrangement of Gas Safety Certificate where one is not provided at the commencement of the tenancy - Administration Fee	£54
Rent Administration Fee Where a landlord chooses to terminate our service but rental payments continue to be made to Felicity J Lord - Administration fee (The landlord is responsible for informing all parties that rent should be directed to new agent).	£50 per payment made

## TENANT COSTS OF MOVING AND RENTING

Description	Fee*
Holding Deposit In order to reserve the property	One Weeks Rent
The Rent As agreed for the property and specified in the tenancy agreement	Subject to Agreement
Security Deposit or flatfair Membership Fee Where a tenant opts to use our security deposit replacement scheme, flatfair	5 Weeks Rent
Change of Tenancy Fee Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	Price on Enquiry
Early Release Fee Where a tenant wishes to end their tenancy outside of the agreed terms of the agreement, they are required to cover the loss incurred by the landlord as a result of the early termination	£50
Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied to the payment due	Price on Enquiry
Key Replacement Fee Where a tenant requires a replacement key or security device for their property	Interest of 3% above the Bank of England base rate on balance due each day
Extension Set Up For tenancies which started prior to June 1st 2019	Price on Enquiry
	£118.80

\*All prices are inclusive of VAT unless expressly stated otherwise.

Felicity J Lord Lettings is a trading style of Spicerhaart Residential Lettings Limited (Registered in England and Wales no. 05304360) Registered office: Colwyn House, Sheepen Place, Colchester, Essex, CO3 3LD.