

Memberships and fees

Felicity J Lord are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA PropertyMark and are also members of safeagent.



Landlord fees	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	£180
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
Change of Sharer Fee	£60

Tenants costs of moving and renting	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	5 weeks rent
flatfair Membership Fee Where a tenant opts to use our security deposit replacement scheme, flatfair	Price on enquiry
Change of Tenancy Fee Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	£50
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	Price on enquiry
Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied to the payment due	Interest of 3% above the Bank of England base rate on balance due each day
Key Replacement Fee Where a tenant requires a replacement key or security device for their property	Price on enquiry
Extension Set Up For tenancies which started prior to June 1st 2019	£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.