

Landlord Services	Fees or Charges
<b>Letting Service (LET ONLY)</b> Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers and all services outlined in the Letting & Tenancy Set Up	<b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
<b>Enhanced Marketing Service</b> Including marketing of your property with our exclusive social media technology, FLINK®	<b>£185 incl. VAT</b>
<b>Letting &amp; Tenancy Set Up Service</b> Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers, referencing potential tenants, conducting a Right to Rent check and a PEP and sanctions check, conducting a Landlord AML check, identifying and obtaining the necessary safety and compliance documentation, producing the tenancy agreement and any guarantee required, serving the documentation required by the De-Regulation Act 2015 to the incoming tenants, arranging the appropriate deposit documentation to be signed and taking payment of move-in monies	<b>£780 incl. VAT</b>
<b>Rent Collection</b> Including rent collection, arrears collection, accounting & renewal negotiation <i>Subject to a minimum fee of £60 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>12% of rent payable incl. VAT</b>
<b>Full Management</b> Including property maintenance, property visit, deposit negotiation together with all services applicable under rent collection <i>Subject to a minimum fee of £84 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>16.8% of rent payable incl. VAT</b>
<b>Section 8 administration fee</b> Administration to work alongside appointed legal partner	<b>£250 incl. VAT</b>
<b>Management Takeover Set Up</b> Administration when instructed to takeover an existing tenancy	<b>£300 incl. VAT</b>
<b>Variation to the tenancy agreement</b> Administration to change rent payment dates, change of tenancy including ending and entering into a new agreement with the same tenant, permission for pets, amendments to other tenancy conditions	<b>£180 incl. VAT</b>
<b>Annual Property Condition Report</b>	<b>£102 incl. VAT</b>
<b>Instruction of another agent during sole agency period – Administration</b>	<b>£360 incl. VAT</b>
<b>Withdrawal from entering into a tenancy having instructed Felicity J. Lord to proceed - Administration</b>	<b>£360 incl. VAT</b>
<b>Paper copies of statements of account</b>	<b>£5 per month incl. VAT</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£99 per quarter incl. VAT</b>
<b>Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£50 incl. VAT</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£120 incl. VAT</b>
<b>Negotiations of deductions from deposit or flatbond</b>	<b>£300 incl. VAT</b>
<b>Deposit scheme or flatfair dispute submission</b> Where expressly instructed not to conduct an inventory	<b>£300 incl. VAT</b>
<b>Attendance at court/tribunal/bailiff appointment</b>	<b>£420 incl. VAT per day or part thereof</b>
<b>Administration Fee for administrative work imposed by legislation</b>	<b>up to £100 incl. VAT</b>
<b>Service of statutory notices – Administration (excluding section 8)</b>	<b>£250 incl. VAT</b>
<b>Contractor appointment fee</b> Where you require us to wait for a contractor appointed by you	<b>£60 incl. VAT</b>
<b>Undertake partial or total furnishings for the property – Administration</b>	<b>12% total value incl. VAT</b>
<b>Key Cutting Administration Charge</b>	<b>£30 incl. VAT</b>
<b>Payment to a bank account held outside of the United Kingdom</b>	<b>£50 per payment made incl. VAT</b>
<b>Licensing Application</b> 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)	<b>£450 incl. VAT</b>
<b>Statutory Declaration Form</b> Which requires witnessing by a solicitor	<b>£24 incl. VAT</b>
<b>Property Visit</b>	<b>£60 incl. VAT</b>
<b>Gas Safety Administration</b> Arrangement of a gas safety certificate where instructed	<b>£126 incl. VAT</b> Inclusive of the cost of the inspection
<b>Rent Administration</b> Rent Payments made to landlord after termination of service	<b>£50 per payment made incl. VAT</b>
<b>Rent Confirmation Letter for Mortgage Provider</b>	<b>£50 incl. VAT</b>
<b>EPC Administration</b> Arrangement of an EPC where instructed	<b>£118.80 incl. VAT</b>
<b>Marketing report</b>	<b>£150 incl. VAT</b>
<b>Rent and Legal Protection</b>	<b>4.45% of rent payable</b>
<b>Inventory Fee (subject to property size and furnishings)</b>	<b>up to £500 incl. VAT</b>
<b>Termination fees (Not payable if we have breached our contract with you):</b>	
<b>Termination of our contract by you following acceptance of an offer from a proposed tenant (but prior to grant of the tenancy agreement)</b>	<b>Fees set out within the terms due to the end of the current tenancy or 4 months rent plus VAT, whichever is lower.</b>
<b>Termination of our contract by you during a tenancy arranged by us for initial fixed term agreement (non-Housing Act tenancy)</b>	<b>Balance of any full management or rent collection fees that would have been payable during the term of the tenancy agreement</b>
<b>Termination of our contract by you following the successful letting of the property and the existing tenant remains in the property under either a statutory periodic tenancy (under the Housing Act 1988, as amended), or new fixed term or periodic tenancy (for a non-Housing Act tenancy)</b>	<b>6 weeks rent plus VAT</b>

Tenant costs of moving and renting	Fees or Charges
<b>Holding deposit</b> In order to reserve the property	<b>1 week's rent</b> <b>*calculation example: monthly rent x 12 divided by 52</b>
<b>The Rent</b> As agreed for the property and specified in the Tenancy agreement	<b>Subject to agreement</b>
<b>Security deposit or flatfair Membership Fee</b> Where a tenant opts to use the security deposit replacement scheme	<b>5 week's rent</b> <b>*calculation example: monthly rent x 12 divided by 52 x 5</b> <b>28% of the first month's rent (plus VAT)</b>
<b>Change of Tenancy Fee</b> Redrafting Tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	<b>£50 incl. VAT</b>
<b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied	<b>Late rental payment interest charge - 3% of amount owed above the Bank of England base rate, levied after the 14th day that the rent is late</b>
<b>Key Replacement Fee</b> Where a tenant requires a replacement key or security device for their property	<b>Up to £30 per key incl. VAT</b>



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.