

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*
<b>Tenancy Set Up</b> including producing the tenancy agreement, (fee shared with tenant), completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	£354
<b>Lettings Service Fee</b> including Marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	14.4% of rent payable
Enhanced Marketing service including marketing of your property using our exclusive social media technology, FLINK	£275
Discounted Enhanced Marketing service	£220
<b>Property Management Service</b> including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	20.4% of rent payable
<b>Extension Set Up</b> (fee shared with tenant) production of extension tenancy agreement	£118.80
<b>Instruction of another agent during sole agency period with Felicity J Lord - Administration Fee</b>	£360
<b>Withdrawal from entering into a tenancy having instructed Felicity J Lord to proceed - Administration Fee</b>	£360
Paper copies of statements of account	£3.00 per month
Tax retention and completion of documentation for HMRC	£81 per quarter
Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC	£36
Provision of a statement showing gross income and expenditure for the year	£90
Negotiations of deductions from Deposit (not Fully Managed)	£300
Attendance at Court/Tribunal	£180 day/part thereof
<b>Service of Notices Administration Fee</b> (including Section 8 or 21) where Full Management service is not taken	£180
<b>Licensing Application Fee</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).	£238.80
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
<b>Gas Safety Administration Fee</b> - Arrangement of Gas Safety Certificate where one is not provided at the commencement of the tenancy - Administration Fee	£54

## TENANT FEES

Description	Fee*
<b>Tenancy Set up one tenant</b> (one tenant) including tenant referencing, production of tenancy agreement, (fee shared with landlord), obtaining safety certificates, deposit registration and required pre-let works	£330
<b>Tenancy Set up additional tenant</b>	£78 each
<b>Guarantor referencing and production of Deed of Guarantee</b>	£78 each
<b>Alteration of tenancy dates given in Subject to Contract letter - Administration Fee</b>	£60
<b>Check-in Fee</b>	£144 including VAT for a studio property + £12 per additional bedroom
<b>Change of Sharer</b> Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	£360 (£60 per additional tenant)
<b>Landlord Reference for New Tenancy</b>	£30 per reference
<b>Extension Set Up</b> (fee shared with landlord)	£118.80
<b>Rental Arrears written notification - Administration Fee</b>	£30.60

\*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.