

SUMMARY OF OUR STANDARD LANDLORD FEES FOR LETTINGS

This document is intended as a summary of our standard fees and charges. We are happy to discuss varying our fees and charges based on your circumstances. Any variation must be agreed in writing – all oral discussions are subject to contract. **(All fees are subject to 20% VAT)**

Service Type	
Marketing Letting Fee (MLF)	10% of rent due for the term of the initial tenancy agreement
Tenancy Management (TM) service (rent and arrears collection with monthly reports)	10% of all rent passing from the tenant(s)
Property Management (PM) service (Further charge) Repairs, improvements etc	5% of monthly rent. (Please note that we also expect you to fund a reserve fund of not less than £300 per property for any emergency repairs.)
Administration Fees	
Administration and AST fees	£250 (considering tenants' applications, administering pre tenancy arrangements, booking & facilitating of contractor appointments and preparation of the tenancy agreement)
Referencing fees • TM and PM services • MLF	£50 per tenant and guarantor
Renewal administration fees	£50 per tenant and guarantor
Renewal administration fees	£50 when the tenancy becomes a periodic tenancy after expiry of the initial term
Deposit Protection Scheme - Where we transfer and register the deposit:	£50 to transfer and register deposit and £100 at end of tenancy to deal with deposit return and issues (if applicable and subject to dispute)
Eviction service Fee	£50 per tenant and guarantor to initiate solicitors
Other Services (where PM not chosen)	
Check-In, Inventories, Gas, EPC, EICR, Fixed Wiring and PAT etc	£40 for each order arranged by PJSA (excl. contractor charge): EPC, gas safety, EICR, fixed wiring and portable appliance inspection tests where PM (if requested).
Tasks outside our MLF, TM or PM services	
Renewal/replacement of contents/fixtures/fittings	£40 or 10% of cost (Whichever is greater)
Key Cutting	£25 (to arrange key cutting)
All other tasks	To be agreed at the time. See our Management Contract to understand what is and is not included