

MEMBERSHIPS AND FEES



Independent Redress:



Client Money Protection:



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FEES TO LANDLORDS

Description	Fee Inclusive of VAT
Let Only Fee: including marketing, accompanied viewings, offer negotiations and collection of first months rent and deposit	9.6% of 12 months rent
Rent Collection Fee: including that of the Let Only Service and also rent collection, arrears management, accounting and renewal negotiations and rent increases.	12% For the duration of the tenancy and any extension of it
Full Management Fee: including that of the Let Only and Rent Collection services and also property maintenance, regular property visits and notification of new tenancies to utility providers	14.4% For the duration of the tenancy and any extension of it
Tenancy agreement Fee: including producing the tenancy agreement and ensuring it is signed by tenants via to the commencement of the tenancy	£90
Deposit Holding Fee: including registering the deposit into a government approved scheme and issuing the tenants with certificate, prescribed information and other necessary documentation	£36 per annum
Renewal Charges: including the negotiation of renewal duration and rental price, and producing a new tenancy agreement and ensuring tenants sign	£60
Serving a section 21 Notice: including the completion of the application and issuing it via email, post or by hand	£120
TDS Dispute Fee: Where Glenn Flegg and Company are requested to complete all documentation and assist in a dispute taken tenancy deposit scheme	£180
Vacant Management fee: This will be applicable where Glenn Flegg and Company are instructed to coordinate improvements outside of the general repairs of the advisory's made on the checkout of a tenancy	£60 plus costs of contractors and parts
Call out charge: This will be applicable where Glenn Flegg and Company are requested to attend appointments at the property outside of the standard agreement terms. E.g to meet a utility company or contractor	£36 (office hours)—£72 (out of office) per hour

FEES TO TENANTS

Description	Fee inclusive of VAT
Tenancy Set up fee: (One tenant) Including referencing (income and landlord), financial credit checks, identity, immigration and visa confirmation, contract negotiation and production	£150
Additional tenant fee: Processing the application, associated paperwork and referencing (income and landlord), and financial credit checks	£120
Guarantor fee: Including referencing (income and landlord), financial credit checks, and preparing a deed of guarantee as part of the tenancy agreement	£120
Renewal fee: Including contract negotiation, amending terms and updating the tenancy agreement	£60
Check out fee: Attending the property or undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit(s)	£90 - £230
Pet deposit: To cover added risk of property damage. This will be protected with your security deposit in a Government- authorised scheme and may be returned at the end of the tenancy	£500
Lost Security Items: Obtaining necessary permissions, sourcing providers and travel costs.	As quoted plus item cost
Out of Hours Services: Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate.	£60 per hour plus costs incurred
Unpaid Rent / Returned Payments	Interest at 8% above Bank of England Base Rate from date due.
Professional Cleaning (if required): - deducted from the security deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.	£15 per hour