

# MEMBERSHIPS AND FEES

Independent Redress:



Client Money Protection:



[www.glennflegg.co.uk](http://www.glennflegg.co.uk)

## FEES TO LANDLORDS

Description	Fee Inclusive of VAT
<b>Let Only Fee:</b> Including marketing, accompanied viewings, offer negotiations and collection of first months rent and deposit	9.6% of 12 months rent
<b>Rent Collection Fee:</b> 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
<b>Full Management Fee:</b> 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
<b>Tenancy agreement Fee:</b> Including producing the tenancy agreement and ensuring it is signed by tenants via to the commencement of the tenancy	£90
<b>Deposit Holding Fee:</b> including registering the deposit into a government approved scheme and issuing the tenants with certificate, prescribed information and other necessary documentation	£36 per annum
<b>Tenancy Set up Fee:</b> Including referencing, right to rent checks, arranging the move in and ensuring all paperwork is given to the tenants	£240
<b>Renewal Charges:</b> including the negotiation of renewal duration and rental price, and producing a new tenancy agreement and ensuring tenants sign	£60
<b>Serving a section 21 Notice:</b> including the completion of the application and issuing it via email, post or by hand	£120
<b>Section 13 Notice:</b> The Housing Act 1988 allows a landlord to raise the rent on a periodic assured or assured shorthold tenancy by means of a notice of increase in the prescribed form.	£60
<b>TDS Dispute Fee:</b> Where Glenn Flegg and Company are requested to complete all documentation and assist in a dispute taken tenancy deposit scheme	£180
<b>Vacant Management fee:</b> 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
<b>Call out charge:</b> 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
<b>Holding Deposit</b>	1 Weeks Rent
<b>Early termination Fee</b> Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy.	£350 plus the cost of the inventory check in for the replacement tenancy and rent due until replacement tenant moves in
<b>Lost key(s) or other security device(s)</b> Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).	Cost of replacement and extras as stated
<b>Variation of contract (tenant's request)</b> £50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.	£50 per variation
<b>Change of sharer (tenant's request)</b> £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.	£50 per replacement
<b>Unpaid Rent / Returned Payments</b>	Interest at 3% above Bank of England Base Rate from date due.