

MEMBERSHIPS AND FEES

Independent Redress:



Client Money Protection:



www.glennflegg.co.uk

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
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	15% For the duration of the tenancy and any extension
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
Tenancy Set up Fee: Including referencing, right to rent checks, arranging the move in and ensuring all paperwork is given to the tenants	£240
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
Section 13 Notice: 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
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
Holding Deposit	1 Weeks Rent
Early termination Fee 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.	£400
Lost key(s) or other security device(s) 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
Variation of contract (tenant's request) £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
Change of sharer (tenant's request) £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
Unpaid Rent / Returned Payments	Interest at 3% above Bank of England Base Rate from date due.