

LANDLORD FEES



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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
New Tenancy agreement Fee: Including producing the tenancy agreement and ensuring it is signed by tenants via to the commencement of the tenancy	£144
Deposit Holding Fee: including registering the deposit into a government approved scheme and issuing the tenants with certificate, prescribed information and other necessary documentation	£72 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	£264
referencing	£60 per tenant / guarantor
Annual Periodic Charge & Section 13 Notice: if both parties (tenant & landlord) prefer a periodic, rolling tenancy, an annual periodic charge to be applied for monitoring the rental level and serving a Section 13 for adjustment when applicable	£180 Fully Managed service £360 Rent Collection Service £600 Let Only Service
TDS Dispute Fee: Where Glenn Flegg and Company are requested to complete all documentation and assist in a dispute taken tenancy deposit scheme	£600
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	£120 (office hours)

FEES TO TENANTS

Description	Fee inclusive of VAT
Holding Fee	1 Weeks Rent
Early termination fee Following the request of an early termination to the tenancy, the tenant shall be liable for the landlord's/agent's reasonable costs in re-letting the property (including the rent due) until the start date of the replacement tenancy	Landlord / agent re-let costs
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) To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.	£120 per variation
Change of sharer (tenant's request) 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.	£120 per replacement
Unpaid Rent / Returned Payments	Interest at 3% above Bank of England Base Rate from date due.