





LANDLORD FEE(S)	Price Including VAT
<p>Tenancy Set-up fee Fully Managed & Rent Collection <i>Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; Advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals, Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status and HMRC (if relevant)</i></p>	£275.00 fixed fee
<p>Management Fee <i>Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i></p>	
<p>Standard Fully Managed As above with Legal and Eviction cover</p>	13.2% of the rent pcm
<p>Standard Fully Managed As above but including Rent Guarantee</p>	13.2% of the rent pcm plus £30 pcm
<p>Premium Fully Managed As above with Rent Protection – Rent on Time</p>	18% of the rent pcm
<p>Rent Collection Fee % <i>Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i></p>	9.6% of the rent pcm
<p>Rent Collection As above with Rent Guarantee, Legal and Eviction cover</p>	9.6% of the rent pcm plus £30 pcm
<p>Tenancy Set Up Fee Tenant Find/Let Only <i>Agree the market rent & find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), Market the property & advertise on relevant portals, Erect board outside property in accordance with Town & Country Planning Act 1990, Advise on non-resident tax status & HMRC (if relevant). Collect & remit initial months' rent received, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction & provide tenant with the NRL8 (if relevant).</i></p>	90% of the first months rent
<p>Set Up Fee Tenant Find/Let Only As above with Legal and Eviction Cover</p>	£120.00 per year additional to the above set up fee
<p>Set Up Fee Tenant Find/Let Only As above with Rent Guarantee</p>	£275.00 per year additional to the above set up fee
<p>Deposit Registration Fee, per Annum - Based on a fixed fee <i>All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorised Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy</i></p>	£42.00
<p>Flat Flair Arranging the Flat bond for the property</p>	£21.00

The Shefford/Stotfold Office is part of a Client Money Protection Scheme	The National Approved Letting Scheme – A4760
This Office is part of The Property Ombudsman Redress Scheme E1194	 



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<p>Tenant Referencing Fee – Based on a fixed fee, per person Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords) & any other relevant information to assess affordability.</p>	£42.00 based on a fixed fee per person
<p>Renewal Fee Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.</p>	£102.00 fixed fee
<p>Withdrawal Fee If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.</p>	£250.00 fixed fee
<p>Quarterly Submission of Non-Resident to HMRC This fee is charged to remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC. An Annual submission is also required.</p>	No charge
<p>Annual Submission of Non-Resident Landlords to HMRC</p>	No charge
<p>Annual Summary Statement This fee is charged to produce a single summary statement of those monthly statements already sent.</p>	No charge
<p>Preparation of Section 13 This fee is charged for the agent to create and produce the Section 13 Notice on the landlord's behalf</p>	£42.00 fixed fee
<p>Preparation of Section 8 Notice Documentation Pack Collation & reproduction of copy documents including tenancy, references, deposit, inventory, contemporaneous system notes etc</p>	£102.00
<p>Dispute Fee In the event that a settlement cannot be made as us acting as Stakeholder. This fee covers compiling the relevant documentation to support the landlords position.</p>	£210.00
Safety Requirements;	
<p>EPC To arrange access and retain certificate, to alert you when a new certificate is required</p>	£85.00
<p>Gas Safety Cert/Check To arrange access and retain certificate, alerting to when new certificate required</p>	£108.00
<p>Boiler Service Arranging the service and retain certificate each year, alerting to when new certificate required</p>	£108.00
<p>Gas Safety Cert and Boiler Service Arranging both services and retaining the certificates each year, alerting to when new certificate required</p>	£156.00
<p>Portable Appliance Test (PAT) To arrange access and retain certificate for up to 6 appliances To arrange and retain certificate for up to 10 appliances</p>	£66.00 £88.00
<p>Legionnaires Risk Assessment To arrange access and retain certificate and alert you when a new one is required</p>	£108.00
<p>EICR (electrical installation condition report) To arrange access and retain certificate and alert you when a new one is required</p>	£204.00 1 and 2 bed £258.00 3 and 4 bed Additional Items £60.00



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Changing light bulbs <i>This fee covers the cost for time taken to arrange for light bulbs to be installed/replaced through no fault of any tenants, where not supplied by landlord or at additional request.</i>	£tbc plus cost of bulbs
Key cutting <i>This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.</i>	£10.00 plus cost of key
Photocopies of Inventory/Tenancy Agreement, per document	£no charge
Letter for mortgage purposes	£18.00
Work supervision and arrangement fees <i>For cost of repairs & maintenance work for work carried out in excess of £500.00</i>	tbc
Pre or Post Tenancy Work Arrangement <i>Fee for time spent in arranging quotes & organising repairs, prior to the letting of the Premises should a let not proceed, or during vacant periods</i>	£25 per quote
Care-Taking Service; <i>Per visit for visiting and checking the Premises during void periods</i>	£36 per visit
Administration charge for additional services carried out upon your written request	£30 per service
Per Inventory Check In Checkout	
	Furnished, Inc VAT Unfurnished, Inc VAT
INVENTORY	£120.00 £120.00
1 Bedroom Inventory	£170.00 £150.00
2 Bedroom Inventory	£170.00 £150.00
3 Bedroom Inventory	£180.00 £160.00
4 Bedroom Inventory	£200.00 £180.00
CHECK IN	
Studio Check In	£60.00 £60.00
1 Bedroom Check In	£60.00 £60.00
2 Bedroom Check In	£60.00 £60.00
3 Bedroom Check In	£60.00 £60.00
4 Bedroom Check In	£60.00 £60.00
CHECK OUT	
Studio Check Out	£120.00 £100.00
1 Bedroom Check Out	£140.00 £120.00
2 Bedroom Check Out	£140.00 £120.00
3 Bedroom Check Out	£150.00 £130.00
4 Bedroom Check Out	£200.00 £180.00
For properties greater than 4 bedroom, please ask in Branch for more detailed Fees	
<p><i>Country Properties may or may not receive commission in connection with the above services and certificates. Any commission earned by us when acting on your behalf will be retained by us, typically this will range from nil to 10% of the value of the works completed.</i></p>	