

## Landlord Letting Fees

### Tenant Find Only 5% + vat (6% Inc)

Our tenant find only service includes tenant selection, contract negotiation and deposit registration. We would check your tenants into the property collecting the first month's rent and deposit, from which our fee would be deducted. We would then exchange your numbers with the tenants and you would liaise directly with the tenants over any rent or property maintenance issues. You would also deal with any negotiations over the deposit directly with the tenant.

### Rent Collection 7.5% + vat (9% Inc)

Within this service we would provide everything in our tenant find only service and collect the rent every month and transfer it to your account with a statement. You would still manage the property directly with the tenant and deal with any negotiations over the deposit directly with the tenant.

### Full Management 10% + vat (12% Inc)

Within this service we will carry out your responsibilities for the day to day management and rent collection, under the terms of your tenancy agreement and our terms of business, we aim to keep you fully advised on every aspect of your property carrying out your instructions. Your tenants would only have our telephone numbers and would deal with us directly.

### Additional Non Optional Fees (Irrespective of level of service)

#### Set Up Fee £250 + vat (£300 Inc)

This fee includes all the marketing and advertising costs, conducting viewings, tenant selection, contract negotiation, provision of an Assured Shorthold Tenancy Agreement, provision of an inventory.

Consultancy is offered on request and will be charged at the rate of £50.00 excluding VAT per hour, plus travel and other reasonable expenses and costs. This Service includes additional visits to a Premises if we are managing, serving a Notice under Section 13 of the Housing Act 1988, waiting time at a property, having extra sets of keys cut, arranging cleaning prior to the start of a Tenancy, arranging safety checks, arranging installation of smoke alarms or carbon monoxide alarms, arranging an Energy Performance Certificate or obtaining consent from a lender or a Superior Landlord.

Preparation of a memorandum of agreement for extending a Tenancy including a Rent review, Edwards will charge £75 plus VAT.

Checking and making any alterations requested by your solicitor to our standard Tenancy Agreement: £50 including VAT per hour or part of an hour.

Service of Notices to terminate a Tenancy when we are not managing the Premises will be subject to an administration fee of £75 plus VAT.

Visits during a void period using our caretaking service will be £50.00 plus VAT for one visit each week during office hours.

Instructing contractors during a void period or if we are not managing the Premises will incur an administration fee of £50 plus VAT payable in advance together with the cost of the contractor. This Service is only offered provided we have written instructions from the Landlord and hold sufficient cleared funds to cover the cost of the work plus our fees.

A supervisory fee of 7.5% of the total cost of any work in excess of £1,000 but subject to a minimum fee of £150 is charged for supervising the work.

Supervise the partial or total refurbishment of the Premises for a fee of 10% of the total cost of the work but subject to a minimum fee of £250.

If the Landlord is not resident in the UK we will charge an administration fee of £75 plus VAT each quarter for tax retention and completion of the documentation required by the Centre for Non Residents.

Preparation of documentation for County Court proceedings or DPS adjudication will be £150.00 excluding VAT plus our reasonable costs and expenses and attendance at court or any tribunal on your behalf will be charged at £50.00 excluding VAT per hour plus our reasonable costs and expenses.

Duplicate statements can be provided to you or your accountant for a fee of £30 including VAT per statement or £180 including VAT for all the statements covering a tax year.

We will make a charge of £0.20p excluding VAT per sheet for photocopying.

The cost of advertisements in specialist publications, preparation of brochures detailing the particulars of the Premises including photographs (where applicable) will be subject to an additional charge. Full details will be provided on request.

Normal local postage and telephone charges are included within Edwards fees. Abnormal local and overseas postage and telephone calls will be charged to the Landlord

Edwards introduce clients to various solicitors/conveyancers/mortgage advisors and other professionals in the local area and may receive a referral fee for doing so.

## Tenant Letting Fees

### The Property Ombudsman

Edwards are members of The Property Ombudsman (TPOS), which offers independent redress to its clients. As members we adhere to its strict guidelines on operating procedures. Further details of the scheme are available at <http://www.tpos.co.uk>

### Client Money Protection

Edwards adhere to the strict operating guidelines set out by ARLA for the protection of client monies. We also register and transfer our deposits the custodial Deposit Protection Scheme.

### Letting Fees

In addition to the rent shown in this advert other costs and fees are due for someone wishing to apply and ultimately move into the property.

Prior to the creation of a tenancy, references will be taken on each tenant who is either 18 years old or above, or who will be 18 during the course of the initial term of the tenancy agreement.

The tenancy remains **SUBJECT TO CONTRACT** at all times until the contracts are signed by both parties and executed.

### Set Up Fees

Edwards charge £300 + vat (£60 Inc) for the first applicant and £100 + vat (£120 Inc) for each subsequent applicant. This cost covers the referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

It should be noted that if references fail, or you decide not to proceed with the letting, then this administration fee is in most cases non-refundable.

### Guarantor

Guarantors are also charged at £50 + vat (£60 Inc). This cost covers the referencing (financial credit checks and obtaining references from current or previous employers / income sources) and preparing the Deed of Guarantee as part of the tenancy agreement.

It should be noted that if references fail, or you decide not to proceed with the letting, then this administration fee is in most cases non-refundable.

### Further Fees

Upon receipt of satisfactory references and landlord approval, we will offer a tenancy on behalf of the landlord and further costs and fees will become due before a tenancy can commence. The tenancy remains **SUBJECT TO CONTRACT** at this time. These are:

A minimum of one month's rent paid in advance

A deposit equivalent to 1 & 1/2 months' rent (unless otherwise stated)

An Inventory check out fee which varies between £100 and £250 + vat (£120 & £300 Inc) depending on the size of the property.

Other fees may become due through the course of the tenancy, these are:

Amendment Fee £150 + vat (£180 Inc) Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal Fee £75 + vat (£90 Inc) Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Saturday Move In Fee £60 + vat (£72 Inc) For move ins arranged on a Saturday.

Lost Security Items £50 + vat (£60 Inc) plus item cost. Obtaining necessary permissions, sourcing providers and travel costs

Out of hours services £50 + vat (£60 Inc) per hour Where actions of the tenant results in the agent (or nominated contractor) attending the property out of the normal working hours i.e. 9am until 6pm. Time to remedy the situation is charged at the prevailing rate

Unpaid rent / Returned Payments Interest at 8% above Bank of England Base Rate from the due date

IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES OR TERMS AND CONDITIONS, PLEASE CONTACT YOUR LOCAL EDWARDS OFFICE.