

# HAYMAN - JOYCE

ESTATE AGENTS - LETTING AGENTS - AUCTIONEERS - VALUERS

## LANDLORD FEES SCHEDULE

<b>TENANT FIND</b>	<b>12% (inc. VAT) (10% plus VAT) of first years rent.</b> Collect and remit initial months' rent received, Collection and lodging of deposit with DPS, Provide tenant with method of payment, Deduct any pre-tenancy invoices, Make any HMRC deduction and provide tenant with the NRL8 (if relevant).
<b>FULLY MANAGED</b>	<b>18% (inc. VAT) (15% plus VAT) of rent.</b> Collect and remit the monthly rent received, Pursue non-payment of rent and provide advice on rent arrears actions, Deduct commission and other works, Advise all relevant utility providers of changes, Undertake inspection visits and notify landlord of the outcome, Arrange routine repairs and instruct approved contractors, Hold keys throughout the tenancy term, Make any HMRC deduction and provide tenant with the NRL8 (if relevant).

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### START OF TENANCY FEES

<b>Set-up Fees</b>	<b>£600 (inc. VAT) per tenancy.</b> Referencing for up to two tenants (ID checks, Right-to-Rent check, 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), preparation of the inventory and arranging the signing of the tenancy agreement.
<b>Landlord Withdrawal Fees (before move-in)</b>	<b>£600 (inc. VAT) per tenancy.</b> To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

### DURING TENANCY FEES

<b>Additional Property Visits</b>	<b>£60 (inc. VAT) per visit.</b> Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.
<b>Rent Review Fees</b>	<b>£90 (inc. VAT) per tenancy.</b> Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.
<b>Renewal Fees</b>	<b>£165 (inc. VAT) per tenancy.</b> Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.
<b>Landlord Withdrawal Fees (during tenancy)</b>	<b>£200 (inc. VAT) per tenancy.</b> To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.
<b>Arrangement Fees for works over £500</b>	<b>12% of net cost (inc. VAT).</b> Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

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## END OF TENANCY FEES

<b>Check-out Fees</b>	<b>From £75 (inc. VAT) per tenancy.</b> Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.
<b>Tenancy Dispute Fee</b>	<b>£60 (inc. VAT) per tenancy.</b> The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.
<b>Service of Legal Notices</b>	<b>£60 (inc. VAT) per Notice.</b> (Section 8 or Section 21).
<b>Court Attendance Fees</b>	<b>£75 (inc. VAT) per hour.</b>

## FINANCIAL CHARGES

<b>Interest on Unpaid fees</b>	<b>3% above the Bank of England Base Rate from Due Date until paid.</b>
<b>Annual Income and Expenditure Schedule</b>	<b>£120 (inc. VAT) annually.</b>

## OTHER FEES AND CHARGES

<b>Obtaining more than three contractor quotes</b>	<b>£75 (inc. VAT) per quote.</b> Fully Managed service only.
<b>Vacant Property Management</b>	<b>From £20 (inc. VAT) per visit.</b> To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Please ask a member of our team if you have any questions about our fees.

### CLIENT MONEY PROTECTION



### INDEPENDENT REDRESS



### REGULATED BY

