



RESIDENTIAL LETTING LANDLORD FEES

RESIDENTIAL LANDLORD - FEES SCHEDULE

Quay Living offer four levels of service:

Platinum Full Management Service including Rent Guarantee	12.5% of rent*
Gold Standard Management Service	10% of rent*
Silver Letting and rent Collection Service	8% of rent*
Bronze Letting only 6 month letting 12 month letting	1 st month rent % 50% 75%

* Fees due throughout the term of the lease or any subsequent renewal.

VAT applies to all the above fees.

A minimum fee of £480 inc VAT applies to all the above service levels.

Registration / Preparation Fee: £180 inc VAT

Ownership and Title Fees

Land Registry Search: £6 inc VAT plus cost of title search

Non-Resident Landlords: £12 inc VAT for lodging registration details

Non-Resident Landlords: £60 inc VAT for annual return submissions

Copy Landlord Statements: £12 inc VAT per statement re-sent

Additional Landlord Statement run: (outside regular weekly production run) £48 inc VAT per statement

Tenancy Preparation

Assured Shorthold Tenancy or Company Letting Agreement

Preparation: £80 inc VAT

Landlord Special Clauses Additions: £36 inc VAT

Arranging Inventory Check-In or Check-Out: £24 inc VAT plus inventory costs

Inventory costs: A third-party professional inventory company undertakes the reports. Rates range from £93 for an unfurnished 1-bed property to £223 (inc VAT) for a furnished 6 bed property. Plus £12 for additional rooms. Rates sheet available on request.

Additional Tenancy Fees

Tenancy Deposit Registration: (only applies to 'Bronze' level service Landlords): £80 plus inc VAT

Dilapidations claims: 15% of the cost of the work subject to a minimum £36 inc VAT. For handling dilapidations claims and progressing with the Deposit Protection Scheme (DPS) Arbitration Service, if necessary.

Tenant Amendments: £50 inc VAT (Addendum, Novation or Assignment preparation)

Surrender Agreements: £50 inc VAT

Service of Section 21 Notice: £50 inc VAT (notice to require possession)

Service of Section 8 Notice: £50 inc VAT (notice to require possession due to tenancy breach)

Service of Section 13 Notice: £50 inc VAT (notice to increase rent)

Court preparation or attendance: £60 inc VAT per hour

Renewal or relisting

Tenancy Renewal: £180 inc VAT

Re-listing property to let: £80 inc VAT

Maintenance and Property Fees

Arranging Safety Certificates (including EPC): £18 inc VAT, plus cost of tests and certificates

Property Inspection: £36 inc VAT for additional visits requested by the Landlord

Maintenance work undertaken by Quay: £36 inc VAT per hour pro-rata subject to minimum £6 inc VAT. Includes any investigative visits prior to third party contractors being called, smoke detector or carbon monoxide fitting, key cutting time, removal of items (two persons may be required for large items), lightbulb changes, installing any purchases in the property, and waiting charges for WIFI, television or telephone installations & repairs. Note: Parts, keys, lightbulbs or disposal costs are additional.

Maintenance works over £500: 8% plus VAT project management fee charged on the cost of such works overseen by Quay.

Out-of-office-hours emergency repairs: £36 plus VAT for organising works between 6pm and 10pm and £80 plus VAT for organising works between 10pm and 9am.

Cleaning Services provided by Quay: £18 inc VAT per hour

Meter readings request: £6 inc VAT

Post forwarding: £6 inc VAT plus cost of postage

Bill settlement: administration fee of 10% plus VAT of the cost of the bill subject to a minimum charge of £24 inc VAT (Note – this is not a regular service provided. Bills may be utilities, council tax, WIFI, telephone, parking permits etc. Service charges and ground rent payments will attract an administration fee, too (excluding Quay block-managed properties, for which no charge will be made).

Property Sale Fee: (to a prior Tenant or party introduced by Quay) = 1.25% of the purchase price plus VAT.

Notes

VAT: All Quay charges attract VAT at the prevailing rate.

Variation: The Agent reserves the right to vary the quoted fees at any time by giving the Client one month's advanced written notice.

Client Monies: All Client monies held by the Agent are held in a designated client account in accordance with the requirements of the RICS.

Interest: No interest is payable on client monies retained by the Agent.

Settlement: All charges and expenses added to the Landlord Statement are strictly payable within 7 days of issue.

'Bronze' level Landlords: If Bronze Level landlords require additional services at any time, the service fees quoted herein will be subject to an additional charge of 10% of the figures quoted. (Excludes Letting-Only Fee and Registration / Preparation Fee).

Affiliations

Quay Living is a trading name under **Quay Holidays LLP** who are members of:

- Royal Institute of Chartered Surveyors (RICS)
- National Association of Estate Agents (NAEA)
- Association of Residential Letting Agents (ARLA)
- Client Money Protection (CMP)
- Property Redress Scheme

Quay Living

(Quay Living a trading name of Quay Holidays LLP)

Orchard Plaza, 41 High Street, Poole, Dorset BH15 1EG

(Registered Office for Quay Holidays LLP)

Tel: 01202 683444

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Registered in England No: OC320949

VAT Registration: 895 673 85



RESIDENTIAL LETTING TENANT FEES

TENANT - FEES SCHEDULE

A full list of all the permitted tenant fees and charges which may apply appear below:

Holding Deposit

A holding deposit equivalent to one week's rent is payable on Tenancy Application. It will form part of your first month's rent in the event that your application is successful.

The tenant/s must complete referencing and right-to-rent checks within 7 days of paying the Holding Deposit and thereafter sign the Tenancy Agreement prepared within 15 days of paying the Holding Deposit. If the applicant provides false or misleading information or fails to comply with these strict timescales the Tenancy Application is deemed to have been withdrawn and the Holding Deposit will be retained by the agent.

Rent and Deposit

On completion of the Tenancy Agreement the first month's rent (or other period if agreed in advance) will be payable, together with the security deposit equal to 5 weeks' rent.

Council Tax, Utilities and Communications Services

Unless otherwise stated, the Tenant will be fully liable to pay Council Tax, utility bills, TV licence and, where required, payments for communications services.

Lost Key fee

In the event of lost keys, the cost of replacement locks and all keys will be payable by the Tenant. This includes any access cards, fobs, garage remotes and the replacement of any unique Quay Living key tags.

Late payment of rent interest

An interest charge will be levied for rental payments received 14 days or more after the rent payment date, equivalent to 3% above the then Bank of England base rate for each day rent is late.

Variation, assignment or novation of a tenancy

A charge of £50 including VAT is payable for any changes to the tenancy, or addendum agreements entered into to reflect changes such as a change of occupant, adding a pet, or permission to re-decorate.

Surrender of Tenancy

If a Landlord agrees to a surrender, this charge is likely to cover all the Landlord's costs in remarketing and agreeing a new tenancy including a re-listing fee, inventory fees, and any loss of rent (covering a rental void, or a lower amount of rent is agreed with a replacement tenant).

Quay Living's fee for drawing up the Surrender documentation is £50 including VAT.

Damages

The Tenant remains responsible for any damages to the Property which exceed fair wear and tear. Failure to pay promptly for the cost of rectifying such damages will mean the cost being deducted from the Security Deposit at the end of the Tenancy.

Pets

Where a Landlord agrees to permit a pet, a higher rent is likely to be required, usually an additional 3% subject to a minimum £20 per calendar month.

Notes: VAT is applicable to all Quay Living's fees.

The costs will vary from time to time - you should check the current rates with our office.

Quay may receive a referral commission from third party suppliers including Vouch and Homeshift.

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SALE FEES

Sole Agency is charged at the rate of 1.25% of the price plus VAT (at the prevailing rate) at which unconditional contracts are exchanged on the sale of the Property

Joint Sole Agency is charged at the rate of **1.5%** plus VAT of the purchase price.

Multiple Agency is charged at the rate of **3%** plus VAT of the purchase price.

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