



Summary Of Standard Fees For Landlords

Level Of Services Offered: Commission/Fees Are Negotiable Dependent on Property/Circumstances.

**Tenant Introduction – 6% + VAT Of Annual Rent Payable
(7.2% inc. VAT)**

- Marketing of Property
- Accompany all Viewings
- Negotiations with potential tenant(s)
- Referencing of all Tenants and Guarantors
- Prepare and Set Up Tenancy Agreement*
- Register Deposit with DPS*
- Collection of First Month's Rent
- Arrange to set up with Tenant Future Rental Payments
- Tenancy Renewal Negotiations

**Rent Collection – 8% + VAT of Monthly Rent Payable
(9.6% inc. VAT)**

- Marketing Of Property
- Accompany all Viewings
- Negotiations with potential tenant(s)
- Referencing of all Tenants and Guarantors
- Prepare and Set Up Tenancy Agreement*
- Register Deposit with DPS*
- Collection of First Month's Rent
- Arrange to set up with Tenant Future Rental Payments
- Tenancy Renewal Negotiations
- Detailed inventory*
- Collect and Remit Monthly Rent Received
- Monthly Rental Statements
- Arrange Annual Gas Certificates *
- Pursue Non-Payment of Rent

**Fully Managed – 11% + VAT of Monthly Rent Payable
(13.2% inc. VAT)**

INCLUDES FREE: RENT GUARANTEE AND LEGAL SERVICES - T&C Apply

- Marketing Of Property
- Accompany all Viewings
- Negotiations with potential tenant(s)
- Referencing of all Tenants and Guarantors
- Prepare and Set Up Tenancy Agreement*
- Register Deposit with DPS*
- Collection of First Month's Rent
- Arrange to set up with Tenant Future Rental Payments
- Tenancy Renewal Negotiations
- Detailed Inventory*
- Collect and Remit Monthly Rent Received
- Monthly Rental Statements
- Arrange Annual Gas Certificates
- Pursue Non-Payment of Rent
- Advise all Relevant Utility Providers of the Change
- Quarterly Property Visits with Feedback
- Arrange Routine Maintenance using Approved Contractors
- Manage any Insurance Claims/ Queries*
- Manage Deliveries of New Appliances

*Additional charges may be applicable
Brooklyns is a member of the Deposit Protection Scheme – an approved scheme.

Additional Services:

- Tenancy Agreement Set Up : £125 (inc. VAT)
- Tenancy Extension/Renewal: £50 (inc. VAT)
- Deposit Registration with DPS: £50 (inc. VAT)
- Key Cutting Charge: £30 (inc.VAT) - to arrange key cutting
- Serving of Notices under Section 8 & 21 (under Full Management this is not charged) £100 (inc. VAT)
- Additional Property Visits: £50 (inc. VAT)
- Waiting & Managing Landlord's Contractors following an Arranged Appointment: £50 per hour/part thereof
- Inventory Check in/Check out – At cost of Independent Inventory Clerk
- Manage any Insurance Claims: 8% (inc. VAT) of cost of claim

*Additional charges may be applicable

Brooklyns is a member of the Deposit Protection Scheme – an approved scheme.

This document is a summary of all our standard lettings fees and services. We are happy to discuss any fees and services further, to help with your circumstances. Any changes in fees or services must be agreed in writing – any and all other discussions are subject to contract. All prices are inclusive of VAT unless expressly stated otherwise.

(January 2017)