

Landlord fees	Fees or Charges
<b>Letting Service Fee</b> Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	<b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
<b>Discounted Letting Service Fee</b> Where Property Management or Rent Collection Service is taken	<b>2 weeks rent plus VAT</b> If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 incl. VAT
<b>Enhanced Marketing service</b> Including marketing of your property with our exclusive social media technology, FLINK™	<b>£275 incl. VAT</b>
<b>Discounted Enhanced Marketing service</b> Where Property Management or Rent Collection Service is taken	<b>£220 incl. VAT</b>
<b>Tenancy Set Up</b> Including producing the Tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	<b>£594 incl. VAT</b>
<b>Property Management Service</b> Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	<b>20.4% incl. VAT of rent payable</b>
<b>Rent Collection Service</b> Including rent collection, regular accounts statements, regular arrears checks and chasing of late payments	<b>14.4% incl. VAT of rent payable</b>
<b>Extension Set Up</b> Production of Fixed Term Standard Tenancy or Periodic Standard Tenancy	<b>£180 incl. VAT</b>
<b>Management Takeover Setup Fee</b>	<b>£180 incl. VAT</b>
<b>Instruction of another agent during sole agency period with Felicity J Lord – Administration Fee</b>	<b>£360 incl. VAT</b>
<b>Withdrawal from entering into a Tenancy having instructed Felicity J Lord to proceed – Administration Fee</b>	<b>£360 incl. VAT</b>
<b>Paper copies of statements of account</b>	<b>£3.00 per month incl. VAT</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£99 per quarter incl. VAT</b>
<b>Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£50 incl. VAT</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£120 incl. VAT</b>
<b>Negotiations of deductions from deposit or flatbond</b> Where Property Management Service not taken	<b>£300 incl. VAT</b>
<b>Deposit scheme or flatfair dispute submission</b> Where Property Management service selected but expressly instructed not to conduct an inventory	<b>£300 incl. VAT</b>
<b>Attendance at Court/Tribunal</b>	<b>£420 incl. VAT per day or part thereof</b>
<b>Service of Notices Administration Fee</b> (Including Section 8 or 21) where Property Management Service is not taken	<b>£250 incl. VAT</b>
<b>Additional Property Visit</b> In addition to those included in your terms of business	<b>£46.80 incl. VAT</b>
<b>Wait at property for landlord appointed Contractor following an arranged appointment</b>	<b>£60 per hour/part thereof incl. VAT</b>
<b>Undertake partial or total furnishings for the property – Administration Fee</b>	<b>12% total value incl. VAT</b>
<b>Key Cutting Administration Charge</b>	<b>£30 incl. VAT</b>
<b>Payment to a bank account held outside of the United Kingdom</b>	<b>£50 per payment made incl. VAT</b>
<b>Licensing Application Fee</b> Where a landlord requires a HMO, Additional or Selective Licence for the property <i>(N.B. This is an application service only and does not result in Felicity J Lord becoming the licence holder for the property).</i>	<b>£238.80 incl. VAT</b>
<b>Rent Confirmation Letter for Mortgage Provider</b>	<b>£50 incl. VAT</b>
<b>Gas Safety Administration Fee</b> - Arrangement of Gas Safety Certificate where one is not provided at the commencement of the Tenancy – Administration Fee	<b>£54 incl. VAT</b>
<b>Rent Administration Fee</b> Rent Payments made to landlord after termination of service	<b>£50 per payment made incl. VAT</b>
<b>Change of Sharer Fee</b>	<b>£180 incl. VAT</b>
<b>Rent and Legal Protection</b>	<b>3.98% of rent payable</b>
<b>Inventory Fee (subject to property size and furnishings)</b>	<b>up to £400 incl. VAT</b>
<b>Statutory Declaration Form</b> Which requires witnessing by a solicitor	<b>£24 incl. VAT</b>
<b>Termination fees</b> (Not payable if we have breached our contract with you):	
<b>Termination of our contract by you following acceptance of an offer from a proposed tenant (but prior to grant of the tenancy agreement)</b>	<b>4 months rent plus VAT</b>
<b>Termination of our contract by you during a fixed term tenancy agreement arranged by us</b>	<b>Balance of any full management or rent collection fees that would have been payable during the term of the tenancy agreement</b>
<b>Termination of our contract by you after the expiry a fixed term tenancy agreement arranged by us but whilst the same tenant remains in the property under either a statutory periodic tenancy agreement or a new fixed term tenancy agreement with you</b>	<b>6 weeks rent plus VAT</b>

Tenants costs of moving and renting	Fees or Charges
<b>Holding Deposit</b> In order to reserve the property	<b>One weeks rent</b>
<b>The Rent</b> As agreed for the property and specified in the Tenancy agreement	<b>Subject to agreement</b>
<b>Security Deposit</b> or	<b>5 weeks rent</b>
<b>flatfair Membership Fee</b> Where a tenant opts to use our security deposit replacement scheme	<b>One Weeks Rent plus VAT (subject to a minimum fee of £172.80 incl. VAT)</b>
<b>Change of Tenancy Fee</b> Redrafting Tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	<b>£50 incl. VAT</b>
<b>Early Release Fee</b> Where a tenant wishes to end their Tenancy outside of the agreed terms of the agreement, they are required to cover the loss incurred by the landlord as a result of the early termination	<b>Landlord costs of re-marketing and setting up a new Tenancy. Either the Landlord Letting Service Fee or Discounted Letting Service Fee and the Tenancy Set-Up Fee as listed above</b>
<b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied to the payment due	<b>Interest of 3% above the Bank of England base rate on balance due each day incl. VAT</b>
<b>Key Replacement Fee</b> Where a tenant requires a replacement key or security device for their property	<b>Up to £30 per key incl. VAT</b>



Felicity J Lord are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.