



COMMISSION FEES AND CHARGES

TENANT FIND SERVICE

This is an introductory service including marketing the property, escorted viewings, finding the tenant, negotiating any offers, referencing the tenant, ensuring tenants have the Right to Rent, instructing the inventory clerk for check in and check out and send reports to both parties, ensuring the monthly standing order is set up, holding the tenant's deposit and tenancy extensions.

13.5% including VAT up to one year payable in full at commencement of tenancy

10.5% including VAT for any extended period beyond year one (minimum fee £600 including VAT)

RENT COLLECTION SERVICE

This includes the Tenant Find Service but also involves collection of rent from the tenant pro-rata.

16.5% including VAT Payable Pro-rata

FULL MANAGEMENT SERVICE

This includes the Tenant Find and Rent Collection services. In addition we will attend to all day to day queries from Tenants including repairs/maintenance, paying contractors, routine inspections, organising Gas Safety Inspections and Electrical Inspections, renewing EPCs, negotiating tenancy extensions and negotiating the release of the tenant's deposit at the end of the tenancy. We reserve the right to authorise any repairs up to a threshold of £350 incl VAT.

19.5% including VAT Payable Pro-rata

OTHER CHARGES

Tenant/Guarantor Reference Fee per person £96 including VAT

The cost of having professional reference checks carried out on each tenant and guarantor (if applicable).

Tenancy Agreement Fee

Assured Shorthold Tenancy Agreement £300 including VAT
Company Let Tenancy Agreement £360 including VAT

Inventory Fees

Check-in/Check-out

1 – 5 bedroomed properties (depending on size) £165 – 280 including VAT
For larger properties please request a quotation

Aborted Check-out fee £60 including VAT

(Inventory charges are based on unfurnished accommodation – for furnished please add £60.00 to each of the above figures inclusive of VAT)

An inventory Compilation charge will apply for brand new properties. These charges will be clearly outlined in your Terms and Conditions.

Please note that it may be necessary to increase inventory charges in certain cases where the overall size of the property is more than the number of bedrooms would usually indicate (eg more bathrooms or reception rooms than average)

Deposit Registration Fee £90 including VAT*

Costs incurred in registering the Tenant's deposit under the Government approved The Dispute Service (TDS), payable at the commencement of each tenancy and on each renewal.

Tenancy Extension Fee £120 including VAT*

The issuance of extension paperwork sent to the tenant and Landlord for signature on each renewal.

Non UK Resident Landlords £90 including VAT

Non-resident Landlord HMRC tax certificate (when applicable) produced at the end of each tax year.

Instruction Withdrawal

£275 including VAT

If a client withdraws instructions after an acceptable tenant has been found, we reserve the right to make a charge to cover our administrative costs.

Service of a SECTION 21/FORM 6A

£60 including VAT

This charge is payable if you require us to serve the tenant notice. This fee is also due if the notice has to be re-issued or amended at any time.

Additional Inspections

To inspect vacant properties or additional inspections

£90 including VAT

Project Management

12% including VAT of total cost

Supervision of major works i.e. redecorating, carpeting and refurbishment on Managed Properties.

Sale of Property

1.5% including VAT

This fee is payable in the event that the property is sold to the tenant, any associated party, or the person introduced by Seymours.

* Charged Annually

Fees correct at March 2020.