

## Before you move in

### Reservation fee

Typically equivalent to two week's rent per tenancy. To be paid on acceptance of offer and, upon receipt, UK Homes Enterprise will not, during the reasonable period of arranging the tenancy, seek to negotiate the letting of the property with any other party.

### Set up (tenant's share)

Reference one tenant, identity and right to rent check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£300 +VAT (£360 inc VAT)

### Additional tenant (for more than one tenant)

Reference, identity and right to rent check.

£60 +VAT (£72 inc VAT)

### Guarantor

Reference, identity check and preparing a deed of guarantee as part of the tenancy agreement.

£60 +VAT (£72 inc VAT)

### Company reference

£80 +VAT (£96 inc VAT)

### Pet deposit

An additional amount typically equivalent to two weeks' rent per tenancy to cover the added risk of property damage by a pet.

### Withdrawing from Tenancy

You'll be asked to pay a Pre Tenancy Application Charge (PTAC) equivalent to two weeks rent or £600, whichever is greater, when your offer is accepted. If you go ahead with the tenancy this is deducted from the initial invoice. If you don't go ahead we will charge you to a minimum of £250 +VAT (£300 inc VAT) per person.

## During your tenancy

### Renewal (tenant's share)

Contract negotiation, amending and updating terms and arranging further tenancy and agreement.

£150 +VAT (£180 inc VAT)

### Change of sharer

Reference one tenant, identify and right to rent check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£350+VAT (£420 inc VAT)

### Call out services (including out of hours)

Where your actions or lack of actions result in us (or a contractor) attending the property, we make a charge for our time to remedy the situation.

£50+VAT (£60 inc VAT) per hour and/or you'll also have to pay the contractors invoice

### Last minute cancellation of prearranged visit

If you cancel a prearranged property visit less than 24 hours before it is due.

£50+VAT (£60 inc VAT)

### Amendment fee

Contract re-negotiation, amending and updating terms and arranging further tenancy and agreement.

£200 +VAT (£240inc VAT) per amendment

## During your tenancy (continued)

### Late payments and standing orders

If rental payments are late by more than seven days, the fee will be charged if UK Homes Enterprise is required to chase the payment.

£50 +VAT (£60 inc VAT) per late payment

### Unpaid rent

Interest at 4% above the Base Rate of the Bank of England from date due

## Ending your tenancy

### Check out (tenant's share)

This charge will vary depending on the size of the property and whether furnished or unfurnished.

Minimum £170 (inc VAT), maximum of £600 (inc VAT)

### Last minute cancellation or change of inventory appointment

If you cancel or change a prearranged inventory appointment less than 24 hours before it is due

£50 +VAT (£60 inc VAT)

### Hourly rate

If we or the landlord have to replace any damaged or broken items or return any fissures or fittings to their original position, as per the inventory

Under £50 +VAT

Plus any replacement costs

### Early termination

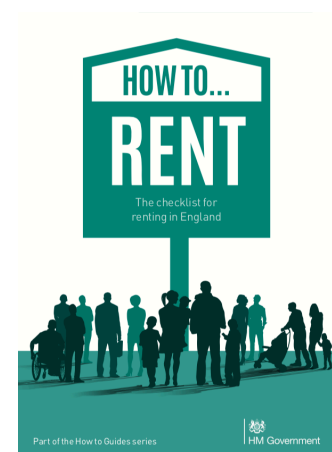
Arranging the termination and issuing a deed of surrender.

£200 +VAT (£240 inc VAT)

### End of tenancy clean

Determined by the size, condition of the property at the end of each tenancy and whether furnished or unfurnished.

Minimum £80 (inc VAT), maximum of £1100 (inc VAT)



If you have any questions about our fees, please ask a member of staff

# LANDLORD FEES

ukhomesent.com



**Letting, renewal and receiving rent:** 9.6% inc VAT\* of rent for the whole time your tenant stays in the property

We'll:

- Find a tenant
- Discuss local market conditions
- Advise on preparing your property for letting
- Keep you up to date on compliance and health & safety
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Collect & hold the deposit
- Ask tenants to set up rent payments and pass monies on
- Make any necessary HMRC deduction
- Chase late rent payments
- Discuss renewal or termination with you before the end of the tenancy

\*Minimum Fee £1,800 inc VAT

**Letting, renewal, receiving rent and management:** 12% inc VAT\* of rent for the whole time your tenant stays in the property

- In addition to the letting, renewal and receiving rent services we'll:
- Deal with day to day management including repairs
- Give utility suppliers meter readings when the tenancy starts and ends
- Hold a set of keys throughout the tenancy
- Hold a working fund and make payments
- Organise the following safety checks; gas safety record, electrical safety tests, smoke and carbon monoxide alarms.
- Visit the property at least once a year
- Provide an emergency out of hours service
- Manage the end of tenancy process and deposit return.

\*Minimum Fee £1,800 inc VAT

## Short Lets (three months or less)

Letting, renewal and receiving rent:  
24% inc VAT of rent

Letting, renewal, receiving rent and management:  
30% inc VAT of rent

## Management Only Service\*\*

Fees for the whole time the tenant stays in the property  
7.2% inc VAT\*\*

\*\*Minimum fee £1,800 inc VAT

## Vacant management (before you let or between tenancies)

This depends on what you need:

Minimum monthly fee £120 inc VAT

## Pre letting service (visual check)

Visual check (if new build liaise with the developers customer care team if needed)

£600 inc VAT

## Sale of Property (including sales progression):

Letting, renewal and receiving rent:  
2.4% inc VAT of the agreed sale

## Extra optional and non optional fees & charges

**Tenancy Paperwork (landlord's share)** £299 inc VAT  
Contract negotiation (amending and agreeing terms) and arranging the tenancy.

**Land registry** £14.40 inc VAT

**Deposit registration** £60 inc VAT PA

**Transferring deposit to landlord during tenancy**  
£156 inc VAT

## Helping with deposit adjudication

£120 inc VAT

Making an inventory and check-in

The charges will vary depending on the size of the property and whether furnished or not.

## Inventory arrangement

This service is included for our managed clients  
60 inc VAT

**Any additional property visits** £120 inc VAT

## Arranging works or refurbishment over £1,000

Fee based on net cost 14.4% inc VAT

- Arrange access and obtain or quotes for approval
- Check work has been completed to job specification
- Hold works warranties and guarantees

**Copy Statements (per copy)** £30 inc VAT

## Cancelling a let before the tenant moves in

£350 inc VAT)+ out of pocket costs

## Preparing and serving notices

• Section 13 Notice: £50 inc VAT

• Section 21 Notice: £50 inc VAT

The service for S21 notice is included for our managed clients

**Insurance claims** £120 inc VAT per hour

**Attending court** £120 inc VAT per hour;

or £240 inc VAT per hour for a Director

**Making a payment outside the UK** £48 inc VAT

**Making a same day payment within the UK**

£48 inc VAT

Interest on unpaid commission or other monies due at 4% above Santander Bank base rate

**If you have any questions about our fees, please ask a member of staff**



Oct 2018