

	Levels of service offered		
	<b>Basic Package:</b> 10% (of total rent payable) tenancy set up fee + VAT	<b>Silver Package:</b> 4% tenancy set up + 7% monthly + VAT	<b>Premium Package:</b> 1 week tenancy setup fee + 14% monthly +VAT
Initial market valuation of the property	✓	✓	✓
Full marketing details provided & full marketing coverage throughout <b>Berkleys &amp; The Guild</b> branch network	✓	✓	✓
Staff accompanied viewings	✓	✓	✓
Negotiate the terms of the tenancy between the parties	✓	✓	✓
Obtain reference report and credit search each adult applicant* & Right to Rent check on each adult occupier*	✓	✓	✓
Schedule of condition – check in and check out report*	✓	✓	✓
Preparation and completion of the tenancy agreement*	✓	✓	✓
Collect first month's rent and a security deposit	✓	✓	✓
Issue prescribed information with regard to payment of deposit & register deposit with the Tenancy Deposit Scheme (TDS)*	✓	✓	✓
Collect rent from the tenant & issue rent statement to the landlord		✓	✓
Assist with tax exemption certificate (if landlord is overseas)*		✓	✓
Negotiate renewal of tenancy & negotiate rent reviews		✓	✓
Serve prescribed S21 notice at end of tenancy			✓
Negotiate deductions from deposit at end of tenancy			✓
Assist with deposit disputes and applications to the TDS			✓
Periodic inspections and photographic reports			✓
Point of contact throughout the tenancy <b>with senior management or Director</b>			✓
Arrange works and maintenance			✓
Obtain estimates for works			✓
Serve prescribed notice where breach of tenancy			✓

\*Service is subject to additional fee. See charges listed.

# Landlords Fees Schedule

## Additional non-optional fees & charges

	All fees listed include VAT
Pre-tenancy package (includes reference reports, tenancy agreement, right to rent checks & deposit registration)	1-2 tenants: £360 3+ tenants: £396
Reference report for each additional tenant or guarantor	£24
Right to Rent check (per occupier 18 years and over)	£36
Standard tenancy agreement (AST) including on renewal	£252
Check and administer landlord's own tenancy agreement	£252
Deposit registration fee	£42
Withdrawal from agreed offer (minimum fee applies)	£1020
Check and administer landlords preferred agreement	£210
Minimum fee regardless of service	£1020
Administer tax to HMRC for overseas landlord per quarter	£48
Administer HMO or local authority licence application	Fully managed: £300 Rent Collect/Let Only: £370
Additional inspection	£220
Waiting at property on behalf of landlord per hour	£96
Schedule of condition at check in and check out	Subject to quotation, dependent on property size
Key cutting arrangement	£24
Service of statutory notice (Rent Collect & Let Only service)	£200
Court attendance (Rent Collect & Let Only service)	£180
Arrangement of partial or total refurbishment (over £500)	12% of project cost
Assistance with insurance claim	12% of claim settlement amount
Fixed term renewals (Let Only service)	1st renewal @ 7.2% of total rent, 2nd @ 4.8% & further renewals at 2.4%
Fixed term renewals (Rent Collect service)	1st renewal @ 3.6% of total rent, 2nd @ 2.4% & further renewals @ 1.2% (+ 7% monthly rent collection fee)
Rent warranty, rent insurance and/or legal protection	Subject to quotation + VAT
Property clean (start of and/or end of tenancy)	Subject to quotation by third party provider + VAT

	All fees listed include VAT
Energy Performance Certificate (EPC)	From £90
Gas Safety Certificate (GSC)	From £90
Electrical Installation Condition Report (EICR)	Subject to quotation
Portable Appliance Testing (PAT)	Up to 10 appliances: From £150 Up to 20 appliances: From £180
Legionella Risk Assessment	From £90
Smoke Alarms & Carbon Monoxide testing or installation (including on first day of tenancy)	From £60
Gas Boiler Service	Subject to quotation
Fire Risk Assessment (for HMO's)	Subject to quotation
Compliance Pack (Fully managed only)	£13.20
HMO Pack (fire assessment, fire blanket, noticeboard, PAT test, smoke alarm sign)	£780

Please ask a member of staff if you have any questions about our fees and we will be happy to advise you.