

Service	Tenancy Only	Fully Managed
Comprehensive Advertising and Marketing	✓	✓
Gavl video viewing	✓	✓
Accompanied Viewings	✓	✓
Tenant Selection and Referencing	✓	✓
Preparation and Signing of Tenancy Agreement	✓	✓
Utilities Supplier Management	✓	✓
Receiving and Promptly Paying Rent		✓
Late Rent Alerts		✓
Rental Statements		✓
Chasing Arrears		✓
Preparing Inventory and Schedule of Condition		✓
Maintenance and Repairs Arranged		✓
Legal Referral Service		✓
Periodic Inspections		✓
Check Out		✓
Renewal of Tenancy*		✓*
Registration of Deposit*		✓*
End of Tenancy Deposit Handling*		✓*
Rent Guarantee Scheme* - So you get paid even if your tenant doesn't pay!		✓*

## **Landlord Fees:**

- **Tenant Find Only:** Half of one month's rent + vat (60%) subject to a minimum fee of £425 plus vat (£510).
- **Fully Managed:** Half of one month's rent + vat (60%) subject to a minimum fee of £425 plus vat (£510), plus 10% + vat (12%) of rent collected with minimum monthly charge of £50 + vat (£60) per month.

\*Items are subject to additional fees and terms and conditions. A full list of fees is available on request and on our website. The rent guarantee scheme is a modest monthly payment with no minimum or maximum tie in period and is only available on **Fully Managed**.

For **Tenancy Only**, the other services can be arranged at extra cost but it is generally more cost effective to opt for Fully Managed. A stand alone rent guarantee annual policy is also available, please ask us for a price.

Andrew Craig Ltd and Andrew Craig Property Management LLP are Regulated by RICS and members of the RICS client money protection scheme. We are members of the PRS Property Redress Scheme. Terms and conditions apply, please speak to a member of our team for any enquiries.

# Andrew Craig

## Property Management

andrewcraig.co.uk

Landlord Fee Schedule	Excluding VAT	Including VAT
<b>Letting Fee</b> including full marketing, accompanied viewings, processing of tenancy applications and drawing up and signing the tenancy agreement.	50% of the first months rent to a minimum of £425	60% of the first months rent to a minimum of £510
<b>Fully Managed</b> Including all items detailed in our Landlord Guide.	10% of monies collected to a minimum of £50 PCM	12% of monies collected to a minimum of £60 PCM
<b>Rent Guarantee Service</b> Comprehensive and flexible rent and legal fees service, <b>only available on Fully Managed</b> . A stand alone policy can be arranged for let only please ask for details.		Up to £750 pcm - £25pcm £750-£1000 - £35pcm Over £1000 by agreement
<b>Preparation of Inventory</b> including photographs, <b>included in Fully Managed</b>	£82.50 £125 (Furnished)	£99 £150 (Furnished)
<b>AML</b> Identity check and proof of title	£20	£24
<b>Property Inspection</b> Periodic inspections <b>included in Fully Managed</b>	£40	£48
<b>Check Out - included in Fully Managed</b>	£100	£120
<b>Deposit Protection Fee</b> payable for the administration for membership of the Deposit Protection Service (DPS), fee payable at the inception of each tenancy	£62.50 but <b>Fully Managed only £45</b>	£75 but <b>Fully Managed £54</b>
<b>Deposit Protection Renewal Fee</b> payable for the renewal of membership for the Deposit Protection Service (DPS)	£30	£36
<b>Deposit Replacement Scheme Introduction</b> Processing the introduction of the letting to a deposit replacement scheme	£20	£24
<b>Withdrawal Fee</b> payable if you withdraw from the market after Terms have been signed including when we have taken a Holding Deposit from a tenant.	£104.16	£125
<b>Tenancy Renewal Fee</b> contract negotiation, amending and updating terms and arranging a further tenancy agreement.	£75	£90
<b>Contractor Works</b> , including works on vacant properties (payable by Contractor and NOT by Landlord)	12.5% of works	15% of works

<b>Landlord Fee Schedule</b>	<b>Excluding VAT</b>	<b>Including VAT</b>
<b>Andrew Craig's Hourly Rate</b> charged for additional services outside of the management service, to include waiting at a property for a landlord's contractor and attendance at Court.	£50	£60
<b>Non Resident Landlord</b> an administration charge is payable each quarter for tax retention and completion of documents	£25	£30
<b>Care Taking Service</b> Visits to your property during a void period. Charge is per visit during office hours	£30	£42
<b>Council Licensing Application</b>	£200	£240
<b>Council Licensing Renewals</b>	£100	£120
<b>Copy of Statements</b> per property	£10	£12
<b>Annual Statement Production</b> payable for supplying an annual statement per property	£10	£12
<b>Administration of Key Cutting</b> payable when we arrange for duplicate keys to be cut (please note the cost of the keys is charged in addition)	£20	£24
<b>Tenancy Deposit Statutory Declaration</b> single claim plus any Solicitors fee	£25	£30
<b>Tenancy Deposit Claim</b> administering disputed claim including contractor's estimates and preparation of supporting evidence	£60	£72
<b>Gas Safety Certificate</b> payable when we arrange a contractor to attend the property and produce a gas safety record	£68.33	£82
<b>Electrical Safety Certificate</b> payable when we arrange a contractor to attend the property and produce an electrical safety record (varies on size of property)	From £140	From £168
<b>Energy Performance Certificate</b> payable when we arrange a contractor to attend and complete an Energy Performance Certificate.	£74.50	£89.50
<b>Sales Commission</b> payable if the tenant purchases the property from the landlord	1% of the sale proceeds to a minimum of £1,000	1.2% of the sale proceeds to a minimum of £1,200