

# FEES TO LANDLORDS

www.empire-estates.co.uk



## Summary of Letting Service & Charges

### INTRODUCTION ONLY

**Fee:** One month's rent + VAT (*The fee is calculated by dividing the agreed annual rent by 12. VAT chargeable at 20%*).

- Introduction of perspective fully referenced Tenant.
- Conducting viewings.
- Negotiate the terms of the Tenancy between Landlord and Tenant.
- Drawing up of Tenancy Agreement.
- Tenant to deal directly with Landlord upon commencement of Tenancy.
- Serving the tenants & landlord a copy of the Prescribed Information with the DPS terms & conditions

### ADDITIONAL FEES (OPTIONAL)

- Registration into the Deposit Protection Scheme: £50 plus VAT.
- Tenancy deposit dispute resolution: £100 + VAT
- Gas Certificate: Arranged with independent gas safe registered engineer £70 inc. VAT
- Electrical Safety Certificate: £ 150 incl. VAT
- PAT Testing: £120 inc. VAT up to 10 appliances
- Energy Performance Certificates : £75 inc. VAT
- References (up to two persons): £100 + VAT
- Additional References (per person): £35 + VAT
- Guarantor reference (per person): £35 + VAT
- Inventory Make (One off payment):
  - Rooms - £80 + VAT
  - Studio/ One bedrooms - £90 + VAT
  - Two Bedrooms - £120 + VAT
  - Three Bedrooms - £140 + VAT
  - Four Bedrooms - £150 + VAT
  - Five Bedrooms - £160 + VAT
  - Six Bedrooms (or above) - £170 + VAT
- Check Out (per tenancy): £40 + VAT

### FULLY MANAGED

**Fee:** 10 % + VAT of monthly rent (*The fee is calculated by dividing the agreed annual rent by 12, times 10%. VAT chargeable at 20%*).

- Introduction of perspective fully referenced Tenant.
- Conducting viewings.
- Negotiate the terms of the Tenancy between Landlord and Tenant.
- Drawing up of Tenancy Agreement.
- Contract Renewals
- Collecting the deposit and submitted to DPS payable by the Tenant against rent arrears and dilapidation as stipulated in the Tenancy Agreement
- Serving the tenants & landlord a copy of the Prescribed Information with the DPS terms & conditions
- Notify utility companies and the council at Commencement and termination of the Tenancy.
- Collection and chase up of Rent as stated in the Tenancy Agreement
- Tenant to deal directly with Empire Estates.
- Arranging an inventory and a check in and check out. Documentation provided to both parties.
- Liaising with DPS of the return of monies
- Property visits once during the term of the tenancy
- End of year Accounts
- Rent Increases where justified

*Our management appointment is for the letting period and does not include security or supervision of the Property when it is not let.*

**Redress provided by: The Property Ombudsman**

**Client Money Protection: CMP**



ClientMoney  
Protect