



FEDERATION
OF INDEPENDENT
AGENTS



Letting Fee's

Service Category	Comprehensive Managed	Comprehensive Rent Collection	Let Only
	12% (10%+VAT)	8% (6.6%+VAT)	75% of one month's rent, min £650 inc VAT
Arrangement Fee	£300 (inc VAT)	£300 (inc VAT)	
Marketing			
Professional Photography	✓	✓	✓
Comprehensive Marketing	✓	✓	✓
Pre-Qualified Viewings	✓	✓	✓
Marketing Feedback and Updates	✓	✓	✓
Progression			
Comprehensive Referencing	✓	✓	✓
Right to Rent Checks	✓	✓	✓
Digital Tenancy Agreement Included	✓	✓	✓
Paperless Legal Process	✓	✓	✓
Professional Cleaning Arranged	✓	✓	✓
Certification and Compliance	✓	✓	✓
Inventory and Check-In Arranged	✓	✓	✓
Pre and Post Tenancy Documents	✓	✓	✓
Refurbishment and Rent Optimising	✓	✓	✓
Tenancy			
Rent Guarantee Policy Available	✓	✓	✓
Collection of Rent	✓	✓	
Rent Arrears Advice	✓	✓	
Tenancy Protection Service	✓	✓	
Monthly and Yearly Statements	✓	✓	
Deposit Registration	✓	✓	
Arrangement of Outgoings	✓	✓	
Overseas Landlord Tax	✓	✓	
Management			
Management Fees Paid Monthly	✓	✓	
Repairs and Maintenance	✓		
Recommended Contractors	✓		
24-Hour Emergency Service	✓		
Key Holding Service	✓		
Periodic Property Check-Up	✓		
Legal Notices	✓		
Utility Management Service	✓		
Management of the Check-Out	✓		
Deposit Deduction Advice	✓		

SERVICE LEVEL FEES (Including VAT)		
ADDITIONAL SERVICES (Ask for more detail, if required)		
SERVICE	FEE INCLUDING VAT	
TENANT REFERENCING	Included	
TENANCY AGREEMENT	Included	
OBTAINING TITLE DOCUMENTS	Included	
ENERGY PERFORMANCE CERTIFICATE (EPC)	from £60.00 in vat	
PROTECT THE DEPOSIT	Included	
ANNUAL LANDLORD GAS SAFETY CERTIFICATE	£90 INC VAT	
ELECTRICAL INSPECTION CERTIFICATE	From £120.00	
ELECTRICAL PAT TEST (for up to 3 appliances)	TBC	
HETAS CERTIFICATE	TBC	
LEGIONNAIRES DISEASE RISK ASSESSMENT	TBC	
SMOKE ALARM INSTALLATION	£30.00	
CARBON MONOXIDE ALARM INSTALLATION	£30.00	
INVENTORY	From £60.00	
CHECK OUT	Included with management	
TENANCY RENEWAL	£120.00 INC VAT	
EXTRA PROPERTY INSPECTIONS	From £30.00 inc vat	
PRODUCING/SERVING NOTICES & LEGAL DOCUMENTS	From £60.00 INC VAT	
ATTENDING CONTRACTOR VISITS	£25phr minimum two hours	
NEGOTIATING RENT INCREASES	£60.00 INC VAT	
HMRC TAX DEDUCTING	Inc	
PROFESSIONAL HOUSE CLEAN	From £150.00 INC VAT	
CERTIFICATE OF CHIMNEY SWEEPING	TBC	
PRE-TENANCY GARDENING	TBC	
VOID PERIOD MANAGEMENT	Included	
FEES WE MAY CHARGE APPLICANTS AND TENANTS		
Holding Deposit	1 week's rent	
Security Deposit	5 Week's rent	
Keys/security device replacement	Charged at cost + agents time at a rate of £25/hour	
Early termination of a tenancy within the fixed term	Subject to landlord agreement & the payment of the landlord's re-letting costs	
Removal a tenant	£50	
Addition of a new tenant	£50	
Changing a tenant	£50	
Change to rental payment date	£50	
Amend the tenancy to allow a pet	£50	
Late payment of rent charged at a daily rate	3% above Bank of England base rate (per annum)	