



# Property Management Company

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## OUR FEES TO TENANTS

### 1) LETTINGS

We charge a fee of **£30 per applicant** to cover the cost of using an outside agency to carry out referencing checks on our behalf. If a guarantor is required this may result in an additional fee being charged.

We charge an 'Administration Fee' of **£225 Per Property** to an incoming tenant or tenants to cover the costs of all pre-tenancy work. New legislation demands that we break this down into certain activities so for the avoidance of doubt our approximate breakdown of this is:

Marketing £45, Arranging and attending viewings £45, communicating post-viewing and arranging referencing and supporting information £35, Preparation of information surrounding the creation of the tenancy agreement. Meeting at the property on move-in day, going through the tenancy agreement, showing inbound tenants the location of services etc. handing over keys and advising of protocols for reporting faults and problems £70.

There is a separate 'inventory' fee which covers the preparation of a detailed photographic record of the condition of the property being let to protect all parties. Depending upon the size of property and the detail required this cost ranges from £55 - £125. The higher cost is where a landlord utilises an independent Inventory Clerk.

### 2) MANAGEMENT

If whilst renting a property from us you do any of the following a **£25** fee is imposed.

a) Lock yourself out and need us to come and let you in or attend our office out of hours to give you a spare key. b) Bounce any payment for rent. c) Cause us to write to you a **second time** for any specific issue or breach of your tenancy terms.