

# RESIDENTIAL LETTINGS

## CHARGES PAYABLE BY A LANDLORD

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### 1. LETTING SERVICE

**£654 (£545 plus VAT)** This fee is due upon commencement of a tenancy for finding you a satisfactory tenant and for the preparation of the tenancy agreement, including referencing, Right to Rent checks and anti-money laundering checks.

**£60** Registration of Deposit in the Tenancy Deposit Scheme (if applicable).

These fees are deducted in a single instalment from the initial rent/s paid by the tenant.

### 2. LETTING AND PROPERTY MANAGEMENT SERVICE

**14.4% (12% plus VAT)** This fee is due for providing a property management service throughout the course of the tenancy. The fee is calculated as a percentage of the gross rent payable, and is deducted from rents remitted to you for the duration of the tenancy term.

**£240** Letting administration fee charged upon the commencement of a new tenancy for the preparation of the tenancy agreement including referencing, Right to Rent checks and anti-money laundering checks. This fee is deducted from the initial rent/s paid by the tenant.

**£60** Registration of Deposit in the Tenancy Deposit Scheme (if applicable) and deducted from the initial rent/s paid by the tenant.

### 3. RENEWAL FEE

**£90** This fee is due upon the commencement of an extension of the tenancy for the negotiation of the renewal terms and preparation of the renewal documentation.

**£60** Registration of Deposit in the Tenancy Deposit Scheme (if applicable).

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### 4. VACANT MANAGEMENT

**£90 per month**

This fee is charged for providing property management services during periods when the property is vacant. Note that in order to carry out our vacant management service JLL requires a minimum £500 management float to make payment of any expenses on your behalf.

### 5. PRE-TENANCY WORKS

**£60**

This fee covers the cost of us arranging pre-tenancy works such as gas safety tests, energy performance certificates, portable appliance tests, legionella risk assessments, inventories or cleaning on your behalf. The fee is only payable by clients not utilising our property management service. A fee is due for each item that JLL is requested to arrange and is in addition to the cost of the works being carried out. The fee is deducted from the initial rent/s paid by the tenant.

### 6. PROPERTY INSPECTION

**£90**

This fee is charged should you require an additional inspection of the property to be carried out.

### 7. MAJOR WORKS

**12% of the gross cost**

This fee is charged where JLL is required to arrange works in excess of £1200. JLL will obtain competitive quotes, inspect the works upon completion and provide a written report with photos. The fee is calculated as a percentage of the gross cost of the works instructed and is charged upon completion of the works.

### 8. INSURANCE CLAIMS

**12% of the gross cost**

This fee is charged where JLL is required to arrange works in relation to an insurance claim. JLL will obtain competitive quotes, inspect the works upon completion and provide a written report with photos. The fee is calculated as a percentage of the gross cost of the works instructed and is charged upon completion of the works.

### 9. SERVING NOTICE

**£90**

This fee is due if you require us to serve notice on the tenant outside our normal terms of business.

### 10. DEPOSIT RELEASE

**£300 per hour or part thereof for protracted negotiations (subject to a minimum charge of £600)**

This fee is charged for liaising between you and the tenant to agree the deposit release (if we are not providing a property management service) and for us to prepare a submission to The Dispute Service on your behalf in the event of a deposit dispute. Note that referral to arbitration will incur a separate charge.

### 11. COURT, TRIBUNAL AND ARBITRATION APPEARANCE

**£300 per hour or part thereof (subject to a minimum charge of £600)**

This fee is charged should you require us to attend a court hearing, tribunal or arbitration or for protracted correspondence on your behalf.

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### 12. STATEMENTS

**£6**

Initial copies of statements are sent to you free of charge. This fee is charged should you require additional copies of statements. The fee is charged for each statement requested.

### 13. INCOME & EXPENDITURE REPORT

**£60**

This fee is charged should you require us to produce a report of your property income and expenditure which can be used when preparing your tax return.

### 14. TAX SUBMISSION

**£30**

This fee is charged if you reside overseas and require us to retain tax from your rental income to submit to Her Majesty's Revenue and Customs (HMRC) each quarter on your behalf. The fee is charged quarterly subsequent to tax payments being remitted to HMRC.

### 15. ANNUAL TAX CERTIFICATE

**£60**

This fee is charged if you reside overseas and require us to retain tax from your rental income to submit to HMRC on your behalf. JLL will provide you with an annual tax payment certificate which can be used for claiming a refund of tax from HMRC should one be due.

### 16. WAITING AT THE PROPERTY

**£150 per hour or part thereof**

This fee is charged should you require us to wait at the property to meet a third party.

### 17. AMENDMENTS TO AGREEMENT

**£180 per hour or part thereof**

This fee is charged should you require any amendments to be made to our standard tenancy agreement or memorandum of extension.

### 18. CONSENT TO LET

**£90**

This fee is charged should you require us to obtain the freeholder's written consent to a tenancy on your behalf in addition to any fees due to the freeholder.

### 19. CHAPS / FASTER PAYMENTS

**£30**

This fee is charged if you request the transfer of funds to you by CHAPS or Faster Payment, together with the cost of the bank transfer. It is also charged if you request overseas payments.

### 20. MANAGEMENT ENQUIRIES

**£180 per hour or part thereof**

This fee is charged if you request us to provide answers to any preliminary enquiries regarding your property on your behalf for any purpose including that of a sale.

### 21. COMPLETION HANDOVERS

**£180**

This fee is charged if you request that we are present on your behalf at the handover of the property from the vendor or developer to you following completion of a purchase. This will include a basic check of the property and taking possession of the keys, but is not a snagging service.

### 22. ACCOMPANIED CHECK IN

**£90**

This fee is charged if you request that we meet the tenant at the property with their keys and inventory at the commencement of the tenancy.

### 23. INVENTORY, CHECK IN AND CHECK OUT

**£114**

This fee covers the cost of us arranging an inventory, check in or check out on your behalf and is in addition to the cost the independent inventory clerk charges which will be dependent on the size and content of the property.

All fees have been quoted inclusive of VAT unless otherwise stated. We reserve the right to vary the Tariff of Fees at any time.