

RESIDENTIAL LETTINGS

CHARGES PAYABLE BY A LANDLORD:



	Services	Fees	Notes
1.	Letting	13.2% (11% plus VAT)	The fee is deducted in a single instalment from the initial rent/s paid by the tenant, and is calculated as a percentage of the gross rent payable for the duration of the initial tenancy term. This is subject to a minimum fee of £1080.
2.	Property Management	7.2% (6% plus VAT)	The fee is calculated as a percentage of the gross rent payable, and is deducted from rents remitted to the landlord for the duration of the tenancy term. This is subject to a minimum fee of £90 per month.
3.	Renewal	13.2% (11% plus VAT)	The fee is charged as a single instalment upon the commencement of any agreed renewal of the original tenancy, and is calculated as a percentage of the gross rent payable during the renewal period. This is subject to a minimum fee of £1080.
4.	Vacant Management	4.8% (4% plus VAT)	The fee is calculated as a percentage of the gross rent payable under the most recently expired letting or if not previously let 4.8% of the gross annual market rent as agreed between us and the landlord. This is subject to a minimum fee of £90 per month.
5.	Short Letting, Tenancy Management and Property Management	31.2% (26% plus VAT)	The fee is deducted in a single instalment from the initial rent/s paid by the tenant, and is calculated as a percentage of the gross rent payable for the duration of the initial tenancy term where the initial term is less than six months. This is subject to a minimum fee of £4000.

ADDITIONAL COSTS BEFORE TENANCY STARTS

	Services	Landlord Cost	Included in the Property Management Service
6.	Tenancy Preparation Fee	£480 for contract negotiation (amending and agreeing terms) and arranging the tenancy and associated paperwork. This also includes Right to Rent checks, registering the deposit with the Tenancy Deposit Scheme (if necessary) and carrying out Land Registry and anti-money laundering checks.	
7.	Referencing Fee	£60 per tenant, guarantor or permitted occupier for referencing and a financial credit check.	
8.	Consent to Let	£90 arrangement fee. This fee is in addition to any fees due to the freeholder and is only due if applicable.	
9.	Energy Performance Certificate (EPC)	£60 arrangement fee. This fee is in addition to the cost of the certificate being carried out.	✓
10.	Gas Safety Certificate	£60 arrangement fee. This fee is in addition to the cost of the certificate being carried out.	✓
11.	Portable Appliance Test	£60 arrangement fee. This fee is in addition to the cost of the test being carried out.	✓
12.	Legionella Risk Assessment	£60 arrangement fee. This fee is in addition to the cost of the risk assessment being carried out.	✓
13.	Electrical Installation Condition Report	£60 arrangement fee. This fee is in addition to the cost of the report being carried out.	✓
14.	Carbon Monoxide and Smoke Alarms	£60 arrangement fee. This fee is in addition to the cost of the alarms being installed.	✓
15.	Inventory and Check In Costs	£60 arrangement fee. This fee is in addition to the cost the independent inventory clerk charges which will be dependent on the size and content of the property (up to a maximum of £168 for the inventory and £156 for the check in report. These charges are based on a maximum of four bedrooms).	✓
16.	Professional Clean	£60 arrangement fee. This fee is in addition to the cost the professional cleaning company charges which will be dependent on the size and content of the property.	✓
17.	Completion Handovers	£180 for us to be present on the landlord's behalf at the handover of the property from the vendor or developer 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.	✓
18.	Selective Licensing Schemes	£240 arrangement fee. This fee is in addition to any fee from the relevant London Borough and is only due if applicable.	

19.	HMO Licensing Schemes	£500 arrangement fee. This fee is in addition to any fee from the relevant London Borough and is only due if applicable.	
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ADDITIONAL COSTS DURING THE TENANCY

20.	Amendment to tenancy agreement	£480 for contract negotiation, amending terms and updating the tenancy agreement during the tenancy.	
21.	Renewal paperwork fee	£250 for contract negotiation (amending and agreeing terms) and associated paperwork, including follow up Right to Rent checks if necessary.	
22.	Property Inspection	£90 for an inspection of the property to be carried out.	✓ Includes one annual visit.
23.	Major Works (over and above day to day repair works and in excess of £1200)	12% of the gross cost of the works. We will obtain competitive quotes, inspect the works upon completion and provide a written report with photos.	Includes day to day repair.
24.	Court, Tribunal and Arbitration Appearance	£300 per hour attending a court hearing, tribunal or arbitration or for protracted correspondence on the landlord's behalf.	✓ 50% reduction.
25.	Insurance Claims	12% of the gross cost of the works in relation to an insurance claim. We will obtain competitive quotes, inspect the works upon completion and provide a written report with photos.	
26.	Statements	£6 if the landlord requires additional copies of statements. The fee is charged for each statement requested.	✓ Includes initial copies.
27.	Income and Expenditure Report	£60 for producing a report of the landlord's property income and expenditure which can be used when preparing their tax return.	
28.	Tax Submission	£30 if the landlord resides overseas and requires us to retain tax from their rental income to submit to Her Majesty's Revenue and Customs (HMRC) each quarter on their behalf.	
29.	Annual Tax Certificate	£60 if the landlord resides overseas and requires us to retain tax from their rental income to submit to HMRC on their behalf. JLL will provide the landlord with an annual tax payment certificate which can be used for claiming a refund of tax from HMRC should one be due.	
30.	Waiting at the Property	£150 per hour for waiting at the property to meet a third party.	
31.	CHAPS / Faster Payments	£30 for the transfer of funds to the landlord by CHAPS or Faster Payment, together with the cost of the bank transfer. It is also charged if the landlord request overseas payments.	
32.	Management Enquiries	£180 per hour for providing answers to any preliminary enquiries regarding the landlord's property on their behalf for any purpose including that of a sale.	
33.	Management Take Over	£250 to cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under point 6 above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.	
34.	Deposit Transfer	£250 to cover the costs associated with legal compliance should the landlord request any changes to a protected deposit during a tenancy.	

ADDITIONAL COSTS AT THE END OF THE TENANCY

35.	Serving Notice	£90 for serving notice on the tenant to terminate the tenancy, including a notice to quit and notice under Section 21 of the Housing Act 1988.	✓
36.	Inventory Check Out Costs	£60 arrangement fee. This fee is in addition to the cost the independent inventory clerk charges which will be dependent on the size and content of the property (up to a maximum of £156. This charge is based on a maximum of four bedrooms).	✓
37.	Deposit Release	£300 per hour for liaising between the landlord and the tenant to agree the deposit release and for us to prepare a submission to The Dispute Service on the landlord's behalf in the event of a deposit dispute. There is a £600 minimum charge.	✓
38.	Surrender	£250 to cover the costs of arranging the termination and issuing a deed of surrender.	

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

Landlord Charges –PCL 04.20 v1.11

“Jones Lang LaSalle Limited” (JLL) is registered in England and Wales Number 1188567 and the registered office is at 30 Warwick Street, London, W1B 5NH.