

# RESIDENTIAL LETTINGS

## CHARGES PAYABLE BY A LANDLORD

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### 1. LETTING SERVICE

**Standard Let** – a fee equivalent to **one month's rent plus VAT** 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. These fees are deducted in a single instalment from the initial rent/s paid by the tenant. The fee is subject to a minimum of £840.

### 2. PROPERTY MANAGEMENT

**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.

### 3. RENT COLLECTION

**9.6% (8% plus VAT)** This fee is charged for providing a rent collection only service during 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. The fee is subject to a minimum of £20 per month or equivalent.

### 4. RENEWAL ADMINISTRATION

**£180** This fee is due upon the commencement of an extension of the tenancy for the preparation of the renewal documentation.

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### 5. PROPERTY INSPECTION

**£90**

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

### 6. SERVING NOTICE

**£60**

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

### 7. COURT, TRIBUNAL AND ARBITRATION APPEARANCE

**£300 per hour or part thereof (subject to a minimum charge of £500)**

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

### 8. 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.

### 9. 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.

### 10. 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.

### 11. 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.

### 12. 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.

### 13. 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.

### 14. 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.

### 15. INVENTORY AND CHECK IN

**£180**

This fee is charged for a professional inventory clerk to carry out an inventory and check in prior to the commencement of a tenancy.

### 16. CHECK OUT

**£120**

This fee is charged for a professional inventory clerk to carry out a check out at the end of a tenancy. This fee is only payable if JLL does not provide a Property Management Service.

### 17. PRE-TENANCY WORKS

**£120**

This fee covers the cost of pre-tenancy works such as gas safety tests, energy performance certificates, portable appliance tests, electrical installation condition reports and the installation of carbon monoxide and smoke alarms. The fee is only payable if JLL does not provide a Property Management Service. A fee is due for each item that JLL is requested to arrange. The fee is deducted from the initial rent/s paid by the tenant.

### 18. LEGIONELLA RISK ASSESSMENT

**£180**

This fee covers the cost of a legionella risk assessment being carried out on your behalf. The fee is only payable if JLL does not provide a Property Management Service. The fee is deducted from the initial rent/s paid by the tenant.

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