



LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED:	TENANT FIND: 90% of the rent inc vat, minimum fee £600 (inc vat)	FULLY MANAGED 10.8% of rent (inc. vat), set up fee 60% inc vat of monthly rent
Property Appraisal and Rental Valuation	✓	✓
Provide guidance on compliance	✓	✓
Advertising and Marketing	✓	✓
Carry out accompanied viewings	✓	✓
Qualify prospective tenants	✓	✓
Referencing to include a credit check	✓	✓
Prepare the AST & supporting documentation	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Advise all relevant utility providers of changes	✓	✓
Demand, collect and remit the monthly rent	✓	✓
Protect the deposit	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	
Undertake three routine inspections per annum	✓	
Arrange routine repairs and instruct approved contractors	✓	

Hold keys throughout the tenancy term	✓	
Annual income and expenditure report upon request	✓	
Security deposit dilapidation negotiations	✓	
Organise the annual gas inspection if required	✓	
Serving notices if required	✓	
End of tenancy inspection	✓	

Additional Non-Optional Fees and charges

- Energy Performance Certificate (EPC) £65.00 inc. vat)
- Gas Certificate up to (£78.00 maximum Inc. Vat)
- Electrical Installation Condition Report – (EICR) Up to £200 maximum inc. vat, dependant on the size of the property
- Portable Appliance Testing (PAT) Price upon request (inc. vat)
- Legionella Risk Assessment £60.00 inc. vat per tenancy
- Installing smoke detectors £30 per detector
- Deposit Registration £30.00 including vat per tenancy.
- Inventory From £90 Inc. Vat, dependant on the size of the property
- Renewal fee From £60 Inc. Vat
- Deposit Registration £30 inc. Vat

Our Redress Scheme

Thomas Jackson Estate Agents Ltd are a member of The Property Ombudsman Redress Scheme
TPO ID: D13869

Client Money Protect

Thomas Jackson Estate Agents Ltd are a member of UKALA Client Money Protection Scheme
Membership No: 145867

Tenant Information

The tenancy is subject to contract and satisfactory references.

To begin the tenancy, we require one month's advance rent and a deposit (maximum five weeks). To withdraw the property from the market in your favour while references are being taken, we require a holding deposit equivalent to one week's rent. This holding deposit is considered as security of your interest. **It is not refundable if you withdraw from the tenancy prior to the commencement date or provide false or inaccurate information on your application form.** However, should the Landlord withdraw the holding deposit will be refunded. The deposit is credited against the completion money due at the beginning of the tenancy.

All payments must be cleared through our bank before occupancy.

Depending on your current circumstances we require two or three references:

- (a) Employer's reference or accountant's reference.
- (b) Previous/current Landlord reference (if applicable).
- (c) A satisfactory credit check.

References are subject to the Landlord's approval before a commencement date can be confirmed.

We are legally required to establish all tenants' right of residence in the U.K. We will request sight of original identity documents and retain copies on our files.

You will need to visit the office on the commencement date to conduct the formalities and receive the keys.

Where we are instructed by the Landlord to manage a property, we carry out periodic inspections, normally every six months. We will contact you to arrange a mutually convenient time.

What will renting cost?

We may charge a tenant any or all the following when required:

1. the rent.
2. a security deposit with a maximum of 5 weeks rent, or 6 weeks on a property with rent over £50,000 per year.
3. a holding deposit of no more than one week's rent.
4. reasonable charges for lost keys or security fobs.
5. payments associated with contract variation, at £50 or reasonable costs incurred if higher, when requested by the tenant.
6. payments associated with early termination of the tenancy, when requested by the tenant.
7. payments in respect of bills - utilities, communication services, TV licence, council tax and green deal or other energy efficiency charges.

During Your Tenancy:

During your tenancy, there are fees that may apply depending on your circumstances and the various options you may select. All charges are inclusive of VAT:

The charges for the above are as follows:

Amendment fee £50.00 (Contract negotiation, amending terms and updating your tenancy agreement during your stay)

We reserve the right to charge 3% above the Bank of England base rate in interest on the late payment of rent from the date the rent payment is missed whereby the rent has been due for 14 days or more.

If you have any questions on our fees, please ask a member of staff.

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