

Mandatory charges associated with the setting up of your tenancy (Where not payable you will be advised accordingly)

Fees are expressed as a % of the total rent due under the tenancy. Letting fees are payable fully in advance, management fees are payable in line with the way the rent is due. We do not charge VAT on our charges or fees but may be subject to change.

## LET ONLY – 6%

Fee applies to tenancies over 6 months and is chargeable in full and in advance for the length of the tenancy.

This service includes the following:

- 1) We will market the property from our office, internet, and various social media platforms.
- 2) Accompany prospective tenants to view the property where we hold the keys.
- 3) Confirm the details in writing or verbally to both parties of any offers.
- 4) Take up any references via a credit referencing company or a bank, employer, previous landlord, employment reference, bank reference (last 3 months bank statements) and or via a credit referencing company.
- 5) We will carry out an Energy Performance Certificate Survey as required by law unless otherwise instructed.
- 6) A tenancy agreement will be prepared between the landlord and the tenant and will include collection (and hold if you wish) of a deposit.
- 7) Unless otherwise instructed we carry out an inventory charged to the landlord deducted from the fees.
- 8) We collect an initial payment 1 months' rent in advance and 1 months' deposit (unless stated otherwise) and we will deduct our annual fee for the letting service.
- 9) It will be the responsibility of the landlord and not Horizon Estates (UK) Ltd to make payment of deposit in to a tenancy deposit scheme. If you would like for us to secure the deposit there is additional admin charge (Please refer to additional charges)
- 10) Unless instructed otherwise we will erect an advertising board to be maintained for the duration of the marketing period and at least until the start of the tenancy.

Annual Renewal Fees (Year 2 & 3) 5%

## LET AND RENT COLLECTION – 8%

In addition to the Let Only Service:

We will also;

- 11) Place 1 months deposit received from the tenant in to a Government protected Tenancy Deposit Protection Scheme.
- 12) Arrange tenants to sign standing orders for the payment of rent to Horizon Estates (UK) limited.
- 13) Monitor any payments received and advise Landlords of any non-payment within 14 days of due date.
- 14) In event of non- payment we will contact the tenant(s) by telephone and letter at weekly intervals.
- 15) Send monthly statement of rent collected. Fees are deducted on a monthly basis.

## FULL MANAGEMENT – 12%

In addition to the above service will also:

- 16) Arrange for repairs and replacements at the property with consent of the landlord.

- 17) Advise utility providers and local authority of changes
- 18) Carry out routine property visits twice per annum and notify landlord of outcome
- 19) Arrange routine repairs and renewal of safety records
- 20) Obtain estimates
- 21) Re-check tenants right to rent
- 22) Arrange check-out appointment
- 23) Negotiate any claim against deposit
- 24) Distribute deposit as agreed between parties or remit landlord dispute to DPS for adjudication

### Non – Managed visits (charge per visit)

- Visit to property as agreed by the landlord to advise on repairs and advise on any obvious repairs. Fee - £120

Under the terms of most tenancy agreements you will usually be required to pay 1 months rent in advance prior to commencement of the tenancy.

## Additional Charges

EPC (if required)	£75.00
Tenant Referencing (per tenant)	£65.00
Tenancy Arrangement	£175.00
Annual Gas Certificate (if Required)	£80.00
Smoke Alarm Supply and Fit	£45.00
Carbon Monoxide Supply And Fit	£35.00
Inventory listing and/or check-in	POA
Renewing Right to Rent Checks	£40.00
Six monthly report	£75.00
Administration charge to protect a deposit	£45.00
Administration charge where we manage the property	£25.00
Administration charge to process the a claim on your behalf (LET ONLY)	£200.00
Referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice	10%
Section 21 or Section 8 notice (non-managed)	£80
Prepare Court papers for eviction	£175
Prepare bailiff application	£125
Attending court as witness	£120.00 / hr
Submission of non-resident landlord receipts to HMRC, per quarter	£90.00
Copy of statements, per copy	£12.00
Apply for a Croydon Private Rented Property Licence	Fee- £250 per property
Administration for renewal of tenancy	£125
Landlord withdrawing the property from the market	£650

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF OUR LETTINGS TEAM**

**FEES MAY BE SUBJECT CHANGE.**