

Landlord Fees & Charges

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

There are various fees and charges associated with renting a property that you should be aware of. 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 – 10%

'Let Only' means you have instructed us whether orally or in writing to introduce a tenant who enters into an agreement to rent your property and the commission payable to Westminster Lettings is calculated as a percentage (%) of the total rental value as specified in the tenancy agreement. This means that you will be liable to pay fees and commission to us, in addition to any other costs or charges agreed. Fees become payable to us if we have introduced a tenant or with whom we have had negotiations with about your property, whether or not the tenancy is finalised by Westminster Lettings.

As part of our Let Only service to you Westminster Lettings will endeavour to carry out the following:

- 1) We will market the property from our office, internet and property portals and various social media pages.
- 2) Accompany prospective tenants to view the property where we hold the keys.
- 3) Confirm the details in writing to both parties of any offers received.
- 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 or supplied by the landlord.
- 6) A tenancy agreement will be prepared between the landlord and the tenant and will include collection of a deposit and the tenancy agreement fees will be charged to the landlord and will be deducted from the rentals.
- 7) Unless otherwise instructed we carry out an inventory charged to the landlord which will be deducted from the rental.
- 8) It will be the responsibility of the landlord and not Westminster Lettings to make payment of the deposit in to a compulsory Tenancy Deposit Scheme in compliance with the Housing Act 2004 and to provide Westminster Lettings with all the necessary documents and information with regards to the scheme of the deposit.
- 9) Unless instructed otherwise and where possible, 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.

1ST & 2ND Annual Renewal Fees 8%

LET AND RENT COLLECTION - 12%

In addition to our Let Only service for the letting and rent collection service Westminster Lettings will endeavour to carry out the following:

- 10) Arranging tenants to sign standing orders for the payment of rent to Westminster Lettings. We monitor any payments received and advise Landlords of any non-payment within seven (7) working days of due date.
- 11) In the event of non- payment of rental, we will contact the tenant(s) by telephone and letter at weekly intervals.

12) We collect an initial payment of six (6) weeks deposit and one (1) months rent in advance and deduct our letting fee equivalent to the let only service (10%) calculated on the total rental value for the entire duration of the tenancy agreement. The rent collection fee of 2% + VAT will be deducted on a monthly basis. All these payments due to us will be deducted from the rental collected.

13) We will place the deposit received from the tenant into a Government protected Tenancy Deposit Protection Scheme.

1ST & 2ND Annual Renewal Fees 10%

FULL MANAGEMENT – 15%

In addition to the Let Only and Rent Collection;

- 14) Submit statements of accounts when required.
- 15) We will carry out inspections of the property on a six monthly basis.
- 16) Arrange for repairs and replacements at the property with consent of the landlord, except in case of emergency.

1ST & 2ND Annual Renewal Fees 10%

ADDITIONAL CHARGES

Non – Managed visits (charge per visit)	£150
- Visit to property as agreed by the landlord to advise on repair and advise on any obvious repairs.	
EPC (if required)	£150
Annual Gas Certificate (if Required)	£80
Smoke Alarm Supply and Fit	£85
Carbon Monoxide Supply And Fit	£85
Inventory listing and/or check-in	POA
Renewing Right to Rent Checks	£65
Six monthly Inspection report	£100
Additional Inspection Visit	£150
Administration charge to protect a deposit	£35
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)	
Prepare Court papers for Eviction	£180
Tenancy Agreement arrangement	£250
Instruction of Solicitor for Eviction	POA
Prepare bailiff application	£180
Void Period Management (per month)	£250

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

FEES MAY BE SUBJECT CHANGE.