



946 Green Lanes  
Winchmore Hill  
London N21 2AD

Tel: 020 8360 4777  
info@pbea.co.uk  
www.pbea.co.uk

## Letting Services

	Let Only	Rent Collect	Fully Managed
Marketing	•	•	•
Introducing a tenant and negotiating terms	•	•	•
Arranging tenant references & Right to Rent checks *chargeable see Compliance Fee	•	•	•
Collect 1 month rent and 1 month deposit* *as standard	•	•	•
Arranging signed AST *chargeable see Compliance Fee	•	•	•
Arranging Check In Inventory *chargeable see Optional Services	•	•	•
Transferring utilities (where applicable).			•
Registering deposit with Deposit Protection Services *chargeable see Compliance Fee	•	•	•
Collect & remit rent as per terms of tenancy agreement		•	•
Pursue non-payment of rent & provide advice on rent arrears actions		•	•
Arranging Rent Guarantee *chargeable see Optional Services	•	•	•
Client accounting with statement of rent paid, invoices paid and fee deductions.		•	•
Arranging EPC *chargeable see Additional Fees	•	•	•
Arranging annual Gas Safety Certificate *chargeable see Additional Fees	•	•	•
Undertake 2 annual property inspections & supply report			•
Negotiating renewals	•	•	•
Arranging repairs and maintenance			•
Arranging check out process			•
Administering the deposit return via DPS *chargeable see Optional Services	•	•	•

## Letting Fees

	<b>Let Only</b>	<b>Rent Collect</b>	<b>Fully Managed</b>
	6% + VAT / 7.2% inclusive of VAT Payable at the outset of each fixed term	7% + VAT / 8.4% inclusive of VAT - Payable at the outset of each fixed term	10% + VAT / 12% inclusive of VAT - Payable monthly

## Additional Fees

	<b>Let Only / Rent Collect</b>	<b>Fully Managed</b>
Compliance Fee	£120 inclusive of VAT	£120 inclusive of VAT
Gas Certificate	£84 inclusive of VAT	£84 inclusive of VAT
Energy Performance Certificate	£120 inclusive of VAT	£120 inclusive of VAT
Electrical Installation Condition Report (EICR) *Prices quoted are for flats and may differ for a house.	1 bed £180.00 inc VAT 2 bed £194.40 inc VAT* 3 bed £216.00 inc VAT* 4 bed £316.80 inc VAT	1 bed £180.00 inc VAT 2 bed £194.40 inc VAT* 3 bed £216.00 inc VAT* 4 bed £316.80 inc VAT

# Optional Services

	Let Only / Rent Collect	Fully Managed
Professional Check In Inventory	Quote upon request	Quote upon request
Professional Check Out Inventory	Quote upon request	Quote upon request
Rent Guarantee	Provided by referencing company	Provided by referencing company
Administration for arranging Contractors to attend Property	£72 inclusive of VAT	<b>Included for Managed Service</b>
Prepare and serve section 21 Notice of the Housing Act 1988	£72 inclusive of VAT	<b>Included for Managed Service</b>
Prepare and administer claims against deposit.	£180 inclusive of VAT	<b>Included for Managed Service</b>
Prepare and administer documents for disputed claims.	£180 inclusive of VAT	<b>Included for Managed Service</b>
Preparation of Statutory Declaration	£72 inclusive of VAT	£10 (Legal Fees)
Property Inspections	£90 inclusive of VAT per inspection	2 per year included for Managed,
Annual Summary Statement	£72 inclusive of VAT	<b>Included for Managed Service</b>
Attendance to Court	£300 inclusive of VAT per hour	£300 inclusive of VAT per hour
Administration for arranging, inspecting and reporting on works over £1000	12% inclusive of VAT of the cost of works	12% inclusive of VAT of the cost of works
Waiting at the Property per hour	£60 inclusive of VAT	<b>Included for Managed Service</b>
Administration for arranging additional key cutting	£10 inclusive of VAT	<b>Included for Managed Service</b>
Administration for obtaining consent from a lender or a Superior Landlord	£72 inclusive of VAT	<b>Included for Managed Service</b>
Visits during a void period for each visit (one every 2 weeks)	Quote upon request.	Quote upon request.
Tax retention for a non-resident landlord per quarter.	£72 inclusive of VAT	£72 inclusive of VAT
Photocopying documents regardless of number on A4	5p per sheet	<b>Included for Managed Service</b>

**CLIENT MONEY PROTECTION** – Peter Barry is a member of RICS Client Money Protection (CMP) Scheme. This membership ensures maximum protection for clients should an agent misappropriate their rent, deposit or other client funds.

**TENANCY DEPOSIT** – Peter Barry register dilapidation with the Deposit Protection Service - <https://www.depositprotection.com>

**REDRESS SCHEME** - Peter Barry is a member of The Property Ombudsman Scheme - <https://www.tpos.co.uk>