















## PROPERTY MANAGEMENT / LANDLORD FEE SCHEDULE

SERVICE	TENANT FIND	FULLY MANAGED
Advertising and Marketing ; <i>Rightmove, On the Market, Social Media</i>		
Accompanied Viewings		
Tenant Referencing <i>per applicant with guarantor</i>	£45 inclusive of VAT £65 inclusive of VAT	£45 inclusive of VAT £65 inclusive of VAT
Collection of first month rent		
Preparation and Signing of Tenancy Agreement		
Deposit Registration		
Rent Collection		
Management of rent arrears		
Quarterly Rental Statement		
Issuing Section 8 notices		
Annual Inspections		OPTIONAL
Repairs and Maintenance Service		 *
Tenancy Renewal	£180 inclusive of VAT	£180 inclusive of VAT

**TENANT ONLY**      75 % of 1 month rent plus VAT (subject to a minimum fee of £300 inclusive of VAT)

**FULLY MANAGED**      11 % of rent collected plus VAT  
New tenancies subject to 50% of 1 months rent plus VAT (min £300 plus VAT)

Additional charges all quoted inclusive of VAT;

Tenant referencing for tenant find service	£45
Schedule of Condition	£30 per page
Check In including inventory	£120
Check Out including inventory	£120
Application to Rent Officer	£120
Arranging EPC, includes floorplan if required	£90
*Repairs & Maintenance/Refurbishments in excess of £5,000	5% +VAT

\*We have a reliable team of contractors who carry out works on our behalf, R A Jackson & Son charge a 5% commission to the contractors on all invoices.

**PROPERTY MANAGEMENT / TENANT PERMITTED CHARGES SCHEDULE**  
**APPLICABLE TO ALL NEW TENANCIES SIGNED ON OR AFTER 1<sup>st</sup> JUNE 2019**

SERVICE	
Holding Deposit	1 weeks rent to be taken on application and held for a maximum of 15 days. T&C's apply*
Deposit	Equivalent to 1 months rent and will be registered with The Deposit Protection Service
Inventory	No charge
Schedule of Condition	No charge
Check In	No charge
Check Out	No charge
Annual Inspections	No charge
Repairs and Maintenance Service	See tenancy agreement to confirm tenant and landlord responsibilities.
Cost of replacing keys/security devices	£10 inclusive of VAT
Variation on Tenancy Agreement	£50 inclusive of VAT
Rent Arrears	Interest will be charged at 3% above the Bank of England base rate for arrears over 14 days.
Early Surrender of Tenancy	If the landlord agrees to end your tenancy early we may charge you an early surrender fee which would not exceed the total rent outstanding on the tenancy.

**\*Terms and Conditions**

**Holding Deposit to be returned in full to the applicant on signing the tenancy agreement or upon unsuccessful referencing checks but may be retained by R A Jackson & Son in the following circumstances;**

- 1 - If the applicant pulls out of the tenancy before signing the tenancy agreement, having been successful in their application.
- 2 - If the applicant fails a Right to Rent check, it is unlawful to let a property to somebody that does not have a right to live in the UK and the applicant is responsible for advising the agent.

3 - If the tenant provides false or misleading information. This **does not** mean failing the referencing, however, if the applicant has actively with-held or provided false information then the agent will be entitled to keep the holding deposit.