



Lettings Services (Fees)

Landlord Fees

Description	Fee (all stated are inclusive of VAT)
Tenancy set up (full management – first month's rent only – this includes: tenancy agreement, full inventory, deposit protection and prescribed information, notification of council tax and welsh water)	90% of monthly rent
Full management (each month thereafter)	12% of monthly rent
Tenancy set up (tenant find only)	100% of first months rent
Instruction of another agent during sole agency period / tenant find by landlord – administration fee	£150
Paper copies of statements of account	1.2% of monthly rent
Attendance at Court/Tribunal	£75 per court appointment
Service of notice (RHW16)	Included in management fee
Service of notice Rent Arrears (RHW20)	£50
Wait at property for contractor	£60 per hour/part thereof
Annual Tax Return Statement	£30
Maintenance Handling – administration fee*	£15 added to total invoice cost
*subject to letting agreement type	
Interim Inspection	£50.00

Tenant Fees

Description	Fee (all stated are inclusive of VAT)
Refundable Holding Deposit* *If an applicant fails to enter a contract upon successful application, the holding deposit is retained.	Equivalent of one weeks rent
Late payment fee	Payable when payment is 14 days overdue at 3% above the Bank of England base rate. Calculated on a day-to-day basis from the day upon which it became due down to the date of payment
Pet deposit (addition to bond)	£100 per pet
Payment methods	i) Holding deposit – debit/credit card ii) Initial rent / deposit – debit/credit card iii) Monthly Rent payments – standing order. Card payments are also accepted, however due to clearance times this should be paid 5 working days before your due date
Payment on increased insurance premium	Payable for any action taken by the tenant that results in increased insurance premiums. Payment options will be discussed depending on the amount. Evidence of said increase shall be provided to the tenant should the situation arise due to the tenant's default.