

Landlord Services	Fees or Charges
<b>Letting Service (LET ONLY)</b> Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers and all services outlined in the Letting & Tenancy Set Up	<b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
<b>Enhanced Marketing Service</b> Including marketing of your property with our exclusive social media technology, FLINK®	<b>£185 incl. VAT</b>
<b>Letting &amp; Tenancy Set Up Service</b> Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers, referencing potential tenants, conducting a Right to Rent check and a PEP and sanctions check, conducting a Landlord AML check, identifying and obtaining the necessary safety and compliance documentation, producing the tenancy agreement and any guarantee required, serving the documentation required by the De-Regulation Act 2015 to the incoming tenants, arranging the appropriate deposit documentation to be signed and taking payment of move-in monies	<b>£780 incl. VAT</b>
<b>Rent Collection</b> Including rent collection, arrears collection, accounting & renewal negotiation <i>Subject to a minimum fee of £60 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>12% of rent payable incl. VAT</b>
<b>Full Management</b> Including property maintenance, property visit, deposit negotiation together with all services applicable under rent collection <i>Subject to a minimum fee of £84 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>16.8% of rent payable incl. VAT</b>
<b>Section 8 administration fee</b> Administration to work alongside appointed legal partner	<b>£250 incl. VAT</b>
<b>Management Takeover Set Up</b> Administration when instructed to takeover an existing tenancy	<b>£300 incl. VAT</b>
<b>Variation to the tenancy agreement</b> Administration to change rent payment dates, change of tenancy including ending and entering into a new agreement with the same tenant, permission for pets, amendments to other tenancy conditions	<b>£180 incl. VAT</b>
<b>Annual Property Condition Report</b>	<b>£102 incl. VAT</b>
<b>Instruction of another agent during sole agency period – Administration</b>	<b>£360 incl. VAT</b>
<b>Withdrawal from entering into a tenancy having instructed Howards to proceed - Administration</b>	<b>£360 incl. VAT</b>
<b>Paper copies of statements of account</b>	<b>£5 per month incl. VAT</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£99 per quarter incl. VAT</b>
<b>Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£50 incl. VAT</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£120 incl. VAT</b>
<b>Negotiations of deductions from deposit or flatbond</b>	<b>£300 incl. VAT</b>
<b>Deposit scheme or flatfair dispute submission</b> Where expressly instructed not to conduct an inventory	<b>£300 incl. VAT</b>
<b>Attendance at court/tribunal/bailiff appointment</b>	<b>£420 incl. VAT per day or part thereof</b>
<b>Administration Fee for administrative work imposed by legislation</b>	<b>up to £100 incl. VAT</b>
<b>Service of statutory notices – Administration (excluding section 8)</b>	<b>£250 incl. VAT</b>
<b>Contractor appointment fee</b> Where you require us to wait for a contractor appointed by you	<b>£60 incl. VAT</b>
<b>Undertake partial or total furnishings for the property – Administration</b>	<b>12% total value incl. VAT</b>
<b>Key Cutting Administration Charge</b>	<b>£30 incl. VAT</b>
<b>Payment to a bank account held outside of the United Kingdom</b>	<b>£50 per payment made incl. VAT</b>
<b>Licensing Application</b> Where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in Howards becoming the licence holder for the property)	<b>£450 incl. VAT</b>
<b>Statutory Declaration Form</b> Which requires witnessing by a solicitor	<b>£24 incl. VAT</b>
<b>Property Visit</b>	<b>£60 incl. VAT</b>
<b>Gas Safety Administration</b> Arrangement of a gas safety certificate where instructed	<b>£126 incl. VAT</b> Inclusive of the cost of the inspection
<b>Rent Administration</b> Rent Payments made to landlord after termination of service	<b>£50 per payment made incl. VAT</b>
<b>Rent Confirmation Letter for Mortgage Provider</b>	<b>£50 incl. VAT</b>
<b>EPC Administration</b> Arrangement of an EPC where instructed	<b>£118.80 incl. VAT</b>
<b>Marketing report</b>	<b>£150 incl. VAT</b>
<b>Rent and Legal Protection</b>	<b>4.45% of rent payable</b>
<b>Inventory Fee (subject to property size and furnishings)</b>	<b>up to £500 incl. VAT</b>
<b>Termination fees (Not payable if we have breached our contract with you):</b>	
<b>Termination of our contract by you following acceptance of an offer from a proposed tenant (but prior to grant of the tenancy agreement)</b>	<b>Fees set out within the terms due to the end of the current tenancy or 4 months rent plus VAT, whichever is lower.</b>
<b>Termination of our contract by you during a tenancy arranged by us for initial fixed term agreement (non-Housing Act tenancy)</b>	<b>Balance of any full management or rent collection fees that would have been payable during the term of the tenancy agreement</b>
<b>Termination of our contract by you following the successful letting of the property and the existing tenant remains in the property under either a statutory periodic tenancy (under the Housing Act 1988, as amended), or new fixed term or periodic tenancy (for a non-Housing Act tenancy)</b>	<b>6 weeks rent plus VAT</b>

Tenant costs of moving and renting	Fees or Charges
<b>Holding deposit</b> In order to reserve the property	<b>1 week's rent</b> *calculation example: monthly rent x 12 divided by 52
<b>The Rent</b> As agreed for the property and specified in the Tenancy agreement	<b>Subject to agreement</b>
<b>Security deposit or</b>	<b>5 week's rent</b> *calculation example: monthly rent x 12 divided by 52 x 5
<b>flatfair Membership Fee</b> Where a tenant opts to use the security deposit replacement scheme	<b>28% of the first month's rent (plus VAT)</b>
<b>Change of Tenancy Fee</b> Redrafting Tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	<b>£50 incl. VAT</b>
<b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied	<b>Late rental payment interest charge - 3% of amount owed above the Bank of England base rate, levied after the 14th day that the rent is late</b>
<b>Key Replacement Fee</b> Where a tenant requires a replacement key or security device for their property	<b>Up to £30 per key incl. VAT</b>



Howards are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.

Payments can be made by credit or debit card or by direct bank transfer. For our bank details, please contact your local office. All prices are inclusive of VAT unless expressly stated otherwise. Howards Lettings is a trading style of Howards (Estate Agents) Limited (Registered in England and Wales no. 02974021) Registered office: Colwyn House, Sheepen Place, Colchester, Essex, CO3 3LD.