

Property Lettings Fees and Important Notices

Tenant Fees

Pre-Tenancy

A holding deposit equivalent to one weeks rent is required to reserve a property whilst referencing checks are carried out. If successful, this will be used to offset your move-in costs. Where rent is not advertised as weekly, the holding deposit will be calculated as such: (Monthly rent) x 12 Months / 52 Weeks. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Move-in Costs

A security deposit of no more than five weeks rent is due at the start of the tenancy, together with your first months' rent, in cleared funds. If you have chosen a cash deposit alternative (Insurance replacement) option, if available, you must fully understand the terms you are agreeing to and their fee* for this service. Please see below for details on additional fees/charges which may be applicable throughout your tenancy depending on your circumstances: Alterations to Tenancy Agreement £50 will be charged where an amendment to the tenancy agreement is required either at the tenants' request, or where actions of the tenant make a change necessary. These include, but are not limited to:

- Requests to keep pets (subject to consent from the landlord)
- Addition or removal of permitted occupiers
- Requests to alter terms of the tenancy agreement

Client Money Protection

All rents should be paid into our client account which is held by NatWest Bank. All deposits are registered with the DPS deposit scheme. Bielby & Wright Property Management Ltd hold client money protection insurance with PropertyMark – please see our certificate on the branch page of our website.

Other Charges

Defaults Unpaid Rent: Where rent has been outstanding for 14 days, interest of 3% above the Bank of England base rate will be charged until rent is paid in full. **Lost Keys:** Tenants will be responsible for cost of the replacement keys or other security device(s), plus our charge of £15 for time in arranging the same.

Breaches:

Tenants will be responsible for repayment of all costs incurred by the Landlord in respect of a breach of the tenancy agreement, along with the agents' time in dealing with exceptional work at a rate of £15 per hour. **Early Termination (Tenants Request):** Should the tenant wish to leave their contract early, they shall be liable to the landlords costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy. **All of the above fees are inclusive of VAT *Lovellette Lettings may accept referral fees from 3rd parties**

Complaints

Should you be unhappy with our service, please ask for a copy of our complaints procedure. This is also available on the Lovellette website

www.lovellette.co.uk/complaints-procedure-2/



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Landlords

Service	9
Full Management Service	15% inc VAT of rents collected plus applicable charges below. If monthly rent was £500, Fee £75 inc VAT
Full Management Fee Portfolio Owners	Contact us to discuss
Letting & Rent Collection Service	8.4% inc VAT (this does not include an inventory). If monthly rent was £500, Fee £42 inc VAT
New Tenancy Set Up Fee (charged to the Landlord for each time the property is Let	£350 inc VAT (including anti money laundering checks)
Let Only Service	£540 inc VAT payable for each letting where the tenant is introduced through the Agent (this does not include an inventory)
Tenant Introduction Only Service	£350 inc VAT
Tenant Referencing Fee	£100 inc VAT
Guarantor Referencing Fee	£100 inc VAT
Tenancy Agreement Fee	£120 inc VAT included with Rent Collection & Fully Managed
Tenancy Amendment Fee	£50 inc VAT
Inventory Unfurnished/Furnished +/-***	1 Bed from £140.00 inc VAT, 2 Bed from £150.00 inc VAT, 3 Bed from £165.00 inc VAT, 4 Bed from £175.00 inc VAT, 5 Bed from £185.00 inc VAT
Professional Hourly Rate	£100.00 including VAT Charged by the agent when required to carry out any additional services
Check In	£100 inc VAT included with Rent Collection & Fully Managed
Check Out	£120 inc VAT included with Rent Collection & Fully Managed
Deposit Dispute Fee	£100 inc Vat included with Rent Collection & Fully Managed
Statutory declaration fee	£30 inc VAT
Void Property Visit	£50 inc VAT per visit
Additional Property Inspections	£75 inc VAT
Duplicate Statements	£15 inc VAT
Annual Statements	£30 inc VAT
Section Notices	£150 inc VAT
Major Works Fee	12% inc VAT
Contractors	12% inc VAT of conducted work
EPC	£95 inc VAT
Gas Safety Check	From £75 inc VAT dependent on number of appliances
EICR	From £144 inc VAT for initial test only
Legionella Testing	£75 inc VAT on tenant change
Fire Risk Assessment	£100-£200 inc VAT dependent on property size
Communal Health & Safety Check	£30 inc VAT per visit (one per month)



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Service	Price
Grant Works – Administration Fee	£180 inc VAT
Withdrawal Fee whilst marketing**	£295 inc VAT
Withdrawal Fee whilst under management	One month's rent

+ Cancellation fee of £42 inc VAT (£35+VAT) if the inventory clerk is unable to proceed on arrival as property not ready. (£200+VAT) Managers/Legally Qualified Staff £180 inc VAT (£150+VAT), Staff £108 inc VAT (£90+VAT) ** Applies where we have placed the property on the market to let and you withdraw before a suitable Tenant is found by us to cover our disbursements such as our marketing costs. If you agree a let directly with a Tenant who we have carried out a viewing with (whether or not we have put forward their application to you) and you withdraw your instructions to us to let the property we will charge you a Tenant Only Finders Fee which is the equivalent of the first month's rent.

***We will retain as a company any discounts received by the firm from a 3rd party. If applicable.

