

# Property Lettings Fees and Important Notices

## Tenants 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 zero deposit (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 rent account which is held at Natwest, 225 High St, Lincoln LN2 1AZ . All deposits are registered with the DPS deposit scheme. Love for Lincoln Ltd trading as Lovelle holds client money protection insurance with Client Money Protect. Please see individual CMP certificates on the branch page on the 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

\*Lovelle North Hykeham 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 Lovelle website

[www.lovelle.co.uk/complaints-procedure-2/](http://www.lovelle.co.uk/complaints-procedure-2/)



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Service	Price	
	Ex VAT	Inc VAT
Set up Fee - 60% inc VAT (50% plus VAT) of the first months rent, subject to a minimum fee of £300 inc VAT (£250 plus VAT)	£250	£300
Board	£40	£48
Check In	£40	£48
Check Out	£100	£120
Deposit Registration	£35	£42
Renewal Fee	£75	£90
Rent Review for Fully Managed & Rent Collect	£25	£30
Rent Review for Tenant Find Only	£60	£72
Inspection	£100	£120
Notices	£125	£150
EPC	£75	£90
Legionnaires Assessment	£120	£100
Care Taking Service (per visit)	£20	£24
Deposit Dispute Fee	£100	£120
Pre or Post Tenancy work arrangements (per quote)	£20	£24
Provision of Previous Statements	£15	£18
Annual Statement	£100	£120
Time taken to arrange replacement keys & the cutting of keys (plus cost of key)	£20	£24
Early termination of management service with sitting tenant - equivalent to 1.5 months rent. Minimum fee £600 inc VAT (£500 plus VAT)		
Withdrawal free whilst marketing** - minimum fee £540 inc VAT (£450 plus VAT)		
Rental Income Protection (please contact the office for a quote)		
<b>Photographic Inventory</b>	£125	£150
<b>Periodic Electrical Test and Inspection ***</b>	£160	£192
<b>Gas Services</b>		
Gas Safety Check	£75	£90
Boiler Service	£75	£90
Gas Safety Check & Boiler Service	£120	£144



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### Maintenance and Repairs

\*\*\*Larger refurbishment projects over £2,000.00 a fee of 12% inc VAT for the management of the project can be applied. E.g. £2100, Fee £252 inc VAT

### Eviction Proceedings

(guide as to 3rd party costs) £800-£1100 depending upon whether bailiff is required (includes courts own fees)

Ad hoc jobs and Liaising with Accountants/Solicitors/Others On a time charged basis\*

+ Cancellation fee of £42 inc VAT (£35+VAT) if the inventory clerk is unable to proceed on arrival as property not ready.

\* Hourly Basis for Partner/Surveyors £240 inc VAT, (£200+VAT), management £96 inc VAT (£80 plus VAT), office staff £60 inc VAT (£50 plus 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 90% inc VAT of monthly rent subject to a min fee of £540 inc VAT (£450 plus VAT)

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

