



CLIENT MONEY PROTECTION (CMA)  
PROVIDED THROUGH ARLA



INDEPENDENT REDRESS  
PROVIDED BY TPO

 **angus**<sup>TM</sup>  
**roberts**  
| your letting agent |

AN ARLA LICENCED MEMBER  
[www.angusroberts.com](http://www.angusroberts.com)

## TENANT FEES

### IN ORDER TO TAKE THE PROPERTY

- **Set up/application fee per tenant** £90.00 inc VAT  
*Referencing (identity, immigration, visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other information to prove affordability) as well as contract negotiation, amending and agreeing terms*
- **Guarantor fee** £90.00 inc VAT  
*As above*
- **Permitted occupier fee** £90.00 inc VAT
- **Non refundable holding deposit** £250.00 no VAT  
*To go towards the 1st month's rent*
- **Security deposit** (not subject to VAT) 110% of the month rent (unfurnished)  
120% of the months rent (furnished)  
£300.00 (no VAT) per pet (maximum)
- **Pet deposit** (if appropriate) £300.00 (no VAT) per pet (maximum)  
*Held against additional risk of property damage caused by the pet(s) and towards the costs of a professional clean of the carpets/floor coverings at the tenancy end (if not satisfactorily carried out by the tenant)*
- **Document fee** £130.00 inc VAT per property  
*Preparing and executing the tenancy agreement, preparing the inventory*

### DURING YOUR TENANCY

- **Any change to the agreement or tenants** - where instigated by the tenant £100.00 inc VAT
- **Tenancy renewal fee** (tenants proportion) £75.00 inc VAT

### ENDING YOUR TENANCY

- **Reference fee** (if required) £24.00 inc VAT
- **Failed check out fee** (if applicable) £150.00 inc VAT
- **Agent arrangement fee per contractor** (for works required following check out) £24.00 inc VAT

### OTHER POSSIBLE FEES

- **Late payment fee** – applied at 7 day intervals from the rent due date £30.00 inc VAT

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**



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## LANDLORD FEES

### SERVICE LEVELS

- **Let Only** 60% inc VAT of 1st months rent min £600.00 inc VAT  
*Collect initial funds - Prepare inventory - Register the deposit*
- **Rent Collect** 7.5% inc VAT chargeable monthly  
plus 60% inc VAT of 1st months rent min £360.00 inc VAT  
*As Let Only plus: Collect and account for rent - Offer rent guarantee (at additional cost)*
- **Fully Managed** 12% inc VAT chargeable monthly  
plus 60% inc VAT of 1st months rent min £360.00 inc VAT  
*As Rent Collect plus: Check tenant in - Inform utilities - Visit property quarterly - Check tenant out*

### ADDITIONAL NON OPTIONAL FEES (Irrespective of service level)

- **Set up fee** £100.00 inc VAT  
*Advise on rents - Make recommendations on decorations etc - Arrange professional photos - Erect To Let board (if appropriate) - Market the property - Advise on non-resident tax status and HMRC (if relevant)*
- **Deposit registration fee** (TDS member) £30.00 inc VAT
- **Tenancy renewal fee** (landlords proportion) £75.00 inc VAT
- **Court attendance fee** (if required) £30.00 inc VAT per hour
- **Submission of receipts to HMRC** £120.00 inc VAT per submission  
if appropriate and for Non Resident landlords only

### OPTIONAL FEES

- **Rentsure** (Rent Guarantee) 3.6% of monthly rental inc VAT
- **Arrangement fee for works** 10% of net cost inc VAT  
*Where required to arrange refurbishment and/or building works, or insurance claims on behalf of the landlord commission equal to 10% of the associated net costs*

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