



CLIENT MONEY PROTECTION (CMA)  
PROVIDED THROUGH ARLA



INDEPENDENT REDRESS  
PROVIDED BY TPO



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** £100.00 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** £100.00 inc vat  
*As above*
- **Permitted occupier fee** £100.00 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** £150.00 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 LEVEL

- **Fully Managed**

12% (equivalent to 10%+vat) chargeable monthly plus 60% inc vat of 1st months rent min £360.00 inc vat

- ✓ Collect initial funds ✓ Prepare inventory ✓ Register the deposit
- ✓ Collect and account for rent ✓ Offer rent guarantee (at additional cost)
- ✓ Check tenant in ✓ Inform utilities ✓ Visit property quarterly
- ✓ Check tenant out

### ADDITIONAL NON OPTIONAL FEES

- **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**

(if appropriate and for Non Resident landlords only)

£120.00 inc vat per submission

### 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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