

# LETTING FEES

## Level of service offered:

### Letting Only Service:

8% + VAT of the annual rent for the initial term of the contract.

### Let & Rent Collection Service:

10% + VAT of the annual rent for the initial term of the contract.

### Letting & Property Management Service:

14% + VAT of the annual rent for the initial term of the contract.

All of the above rates are on a sole agency agreement, additional charges may be applied on a multiple agency instruction

#### Letting Only Service includes...

- ✓ Provide a market appraisal and agree asking price
- ✓ Marketing the property and advertise on all major portals
- ✓ Conducting viewings
- ✓ Negotiating a tenancy
- ✓ Taking a holding deposit
- ✓ Full credit check and references
- ✓ Right to Rent checks
- ✓ Creating the tenancy agreement
- ✓ Organising electrical safety inspection (if required)
- ✓ Organising gas safety inspection (if required)
- ✓ Arranging an inventory, check in and professional clean (if required)
- ✓ Registering deposit monies with MyDeposits
- ✓ Provide tenant with method of payment
- ✓ Deduct any pre-tenancy invoices
- ✓ Make any HMRC deduction and provide tenant with NRL8 (if relevant)
- ✓ Negotiating any renewal of the tenancy and prepare the renewal agreement

#### Let & Rent Collection Service Includes...

- ✓ Provide a market appraisal and agree asking price
- ✓ Marketing the property and advertise on all major portals
- ✓ Conducting viewings
- ✓ Negotiating a tenancy
- ✓ Taking a holding deposit
- ✓ Full credit check and references
- ✓ Right to Rent checks
- ✓ Creating the tenancy agreement
- ✓ Organising electrical safety inspection (if required)
- ✓ Organising gas safety inspection (if required)
- ✓ Arranging an inventory, check in and professional clean (if required)
- ✓ Registering deposit monies with MyDeposits
- ✓ Provide tenant with method of payment
- ✓ Deduct any pre-tenancy invoices
- ✓ Make any HMRC deduction and provide tenant with NRL8 (if relevant)
- ✓ Negotiating any renewal of the tenancy and prepare the renewal agreement
- ✓ Collect and remit the monthly rent received
- ✓ Provide periodic landlord statements in line with rental payments

#### Letting & Property Management includes... (In addition to Letting Only Services)

- ✓ Collect and remit the monthly rent received
- ✓ Provide periodic landlord statements in line with rental payments
- ✓ 24-hour emergency cover
- ✓ Arranging payment of outgoings i.e. service charges, professional fees etc.
- ✓ Deduct commission and other works
- ✓ Ensure the landlord complies with their statutory obligations
- ✓ Advise all relevant utility providers of your new tenants details, where applicable
- ✓ Arranging Rent & Legal Protection Insurance, if required
- ✓ Undertake quarterly inspection visits and report to the Landlord
- ✓ Arranging repairs and maintenance as required and obtain approval from the Landlord for expenditure in excess of £100 and will obtain two quotations for any substantial works required
- ✓ Pursue non-payment of rent and provide advice on rent arrears actions
- ✓ Hold keys throughout the tenancy term
- ✓ Negotiating any potential deductions from the tenancy deposit

### Tenants

Prospective tenants interested in renting a property through Rawlinson Gold Pinner will need to be aware of the following payments a tenant can be charged in connection with a tenancy:

- the rent
- a refundable holding deposit (to reserve a property) capped at no more than one week's rent
- a refundable security deposit capped at no more than five weeks' rent where the annual rent is less than £50,000, or six weeks' rent where the total annual rent is £50,000 or above
- payments to change the tenancy (when requested by the tenant), £50 inc VAT (or higher if proved reasonable)
- payments associated with early termination of the tenancy (when requested by the tenant)
- payments in respect of utilities, communication services, TV licence and council tax; and
- A default fee for late payment of rent, when rent payments have been outstanding for 14 days or more (capped at 3% above the Bank of England's base rate) and replacement of a lost key/security device.

**Please note for non-Assured Shorthold Tenancies / Company Lets the following fees will apply:**

£250 admin fee & £50 referencing fee per tenant

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RAWLINSON GOLD

*Valuing Pinner, people & property since 1994*

### PINNER OFFICE

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