

Complete for Landlords (UK Regional Cities)

Landlord Fees and Costs

Lettings and Management fee	10% plus VAT (12% including VAT)
Tenant Find Fee	£500 plus VAT (£600 including VAT)
Additional / Void Property Visits	£72.00

Handover / Inventory Services Fees

	Handover	Check In	Check Out
Studio	£360.00	£150.00	£90.00
1 bed	£480.00	£150.00	£90.00
2 bed	£600.00	£180.00	£90.00
3 bed	£720.00	£210.00	£90.00

Documentation and Administration Fees

Tenancy agreement	£240.00
Renewal	£240.00
Tenant referencing (per person/guarantor)	£90.00
Tenancy additional clauses/amendments	£60.00
Single claim – tenancy deposit	£360.00
Change of Sharer (during a tenancy)	£300.00
Preparation for ADR/Court	£460.00
Court/ADR attendance (per hour)	£120.00
Signing statutory declaration	£30.00
Resending account statements	£14.40
HMRC NRL Scheme documentation (Quarterly)	£60.00
International bank account charge (per transaction)	£24.00
Serving Notice Fee*	£240.00

*Please note that if you have a Rent Protection policy in place, serving notices for rent arrears is included within that service.

Insurance

	Sums insured	Annual premium
Studio/1 bed	£8,500	£134.80
2 bed	£13,500	£178.80
3 bed	£15,000	£192.00
Claim handling*	£216.00	

The above insurance charges are inclusive of our set up fees of £60 including VAT (£50.00 plus VAT), which will be payable each year. *or 10% of the total claim value, whichever is greater.

Rent Protection Fees

Monthly Rent

£0 - £2500	£32.00 per months including IPT, set up fee and VAT*
£2501 - £5000	£41.17 per month including IPT, set up fee and VAT*
£5001 - £7500	2.25% of the monthly rent plus IPT (12%) and £12 including VAT set up fee*

*The fees for this service will be deducted from the monthly rent payment. This service fee is automatically included for all new tenancies (where the tenants pass their referencing) unless you opt out when accepting a rental offer.

Selective and Mandatory HMO Licence Application

HMO Application and Licence Fee	£500 plus VAT (£600 including VAT) paid upfront in full.
Selective Application Fee	£300 plus VAT (£360 including VAT) paid upfront in full.

Client Protection

Complete Prime Residential is a member of UKALA which is a client money protection scheme, and also a member of the Property Redress Scheme which is a redress scheme.

All fees are inclusive of VAT