

## Landlord Fees and Costs

**Lettings and Management fee** 14% plus VAT (16.8% including VAT)

<b>Additional / Void Property Visits</b>	£72.00
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### Handover / Inventory Services Fees

	Handover	Check In	Check In	Check Out
		Unfurnished	Furnished	
<b>Studio</b>	£360.00	£168.00	£192.00	£144.00
<b>1 bed</b>	£480.00	£192.00	£216.00	£156.00
<b>2 bed</b>	£600.00	£210.00	£246.00	£174.00
<b>3 bed</b>	£720.00	£228.00	£282.00	£192.00
<b>4 bed</b>	£840.00	£264.00	£318.00	£210.00

### Documentation and Administration Fees

<b>Tenancy agreement</b>	£240.00
<b>Renewal</b>	£240.00
<b>Tenant referencing (per person/guarantor)</b>	£75.00
<b>Tenancy additional clauses/amendments</b>	£60.00
<b>Single claim – tenancy deposit</b>	£360.00
<b>Change of Sharer (during a tenancy)</b>	£300.00
<b>Preparation for ADR/Court</b>	£460.00
<b>Court/ADR attendance (per hour)</b>	£120.00
<b>Signing statutory declaration</b>	£30.00
<b>Resending account statements</b>	£14.40
<b>HMRC NRL Scheme documentation (Quarterly)</b>	£60.00
<b>International bank account charge (per transaction)</b>	£24.00

### Insurance

	Sums insured	Annual premium
<b>Studio</b>	£10,000	£148.00
<b>1 bed</b>	£15,000	£192.00
<b>2 bed</b>	£20,000	£236.00
<b>3 bed</b>	£35,000	£368.00
<b>Claim handling*</b>		£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.

### 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