

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	N/A	£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)	£75.00
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

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.

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