



### INITIAL SERVICES

Set Up Fee	Chargeable on first property let or if significant changes are made to the property	£200.00 ( £166.67 + VAT )
	<ul style="list-style-type: none"> <li>• Creation of a property walk through video for the property</li> <li>• Quality photography of the property</li> <li>• Writing of property particulars</li> <li>• Establishing landlords requirements</li> </ul>	
Tenant Find	Payable on check-in. No further charges in subsequent years	8% of the rent ( 6.66% + VAT )
	<ul style="list-style-type: none"> <li>• Erect board at the property</li> <li>• Advertising of the property</li> <li>• Pre-qualifying potential tenants</li> <li>• Unlimited accompanied viewings of the property</li> <li>• Presenting suitable offers to the landlord</li> <li>• Referencing all potential tenants and guarantors through a referencing specialist</li> <li>• Preparing the Tenancy Agreement and supporting documents</li> <li>• Provide the tenant with all documents required for compliance</li> <li>• Management of initial rent and deposit payments</li> <li>• Organise an Inventory and Check In ( see schedule of inventory charges )</li> </ul>	<div>50% Discount applies if taken with Rent Collection or Full Management (see below)</div>
Deposit Registration	Administration and Registration of the deposit with the DPS in their custodial scheme	£50.00 ( £41.66 + VAT )
Inventory Services	Please see additional schedule of fees for Inventories, Check-In & Check-Outs	

### ADDITIONAL ONGOING SERVICES

Rent Collection	Percentage of the rent payable for the full term of the tenancy	8% of the rent ( 6.66% + VAT )
	<ul style="list-style-type: none"> <li>• Manage payments from the tenant to the landlord</li> <li>• Pursue all late payments and arrears promptly</li> <li>• Hold all monies in regulated and protected individual client accounts</li> </ul>	
Full Management	Percentage of the rent payable for the full term of the tenancy	12% of the rent ( 10% + VAT )
	<p>In addition to Rent Collection Service as detailed above :</p> <ul style="list-style-type: none"> <li>• Undertake four periodic visits per annum and notify landlord of outcome</li> <li>• Point of contact for the tenants regarding maintenance</li> <li>• Arrange routine repairs and instruct approved contractors</li> <li>• Hold keys throughout the tenancy term</li> <li>• Manage the compliance of the let property in line with the current legislation</li> <li>• Administration of the end of the tenancy</li> <li>• Negotiate deposit deductions and returns</li> </ul>	

EXAMPLE :  
TENANT FIND

Rent £1,000 pcm / £12,000 pa  
Set up fee = £200  
Tenant Find = £960  
Deposit Reg = £50  
Future years = NO CHARGE

Inc. VAT

EXAMPLE :  
TENANT FIND  
&  
RENT COLLECTION

Rent £1,000 pcm / £12,000 pa  
Set up fee = £200  
Tenant Find = £480  
Deposit Reg = £50  
Rent Collection = £80 pcm

Inc. VAT

EXAMPLE :  
TENANT FIND  
&  
FULL MANAGEMENT

Rent £1,000 pcm / £12,000 pa  
Set up fee = £200  
Tenant Find = £480  
Deposit Reg = £50  
Management = £120 pcm

Inc. VAT



## ADDITIONAL FEES

	TENANT FIND	RENT COLLECTION	FULL MANAGEMENT
Additional Property Visits	£75	£75	£75
Amending of Tenancy Agreement for Landlords additions	£50	£50	£50
Annual tax return statement	£50	£50	£50
Court attendance (per hour )	£100	£100	£100
Deposit transfer	£50	£50	£50
End of Tenancy Administration	£250	£250	NO CHARGE
Dispute resolution service	£300	£300	£150
EPC (Energy Performance Certificate) & floor plan	£115	£115	£115
Fitness For Human Habitation Assessment	£100	£100	£100
Forwarding postal mail	Postage + £25 admin		
Gas certificate by Honey Lettings	£75 + £35 arrangement fee		
Gas certificate by own tradesman	£35 arrangement fee		
Insurance claim administration (per hour)	£75	£75	£75
Issue of Legal notice inc Statutory Declaration	£150	£150	£100
Non Resident Landlord submission to HMRC	£50	£50	£50
Printed copies of documents	20p each + post + £30 admin		
Proof of property ownership search	£30	£30	£30
Rent protection (per month)	n/a	£25	£25
Rent review / tenancy renewal	£250	£250	£125

All prices include VAT @ 20%

Honey Lettings is a member of Propertymark ( which includes their Client Money Protection Scheme ) and The Property Ombudsman which is the largest lettings redress scheme in the UK