

Landlord Fees and Costs

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

Additional / Void Property Visits	£72.00
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Handover / Inventory Services Fees

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

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	£10,000	£147.60
1 bed	£15,000	£191.40
2 bed	£20,000	£235.20
3 bed	£35,000	£366.60

Claim handling*	£216.00
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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