

# Our Fees & Services: LANDLORDS

	Tenant Find Only (Landlord Managed) 7.7% INC VAT * (7% + VAT)	Tenant Find & Rent Collect (PL) 11% INC VAT * (10% + VAT)	Full Management (PL) 13.2% INC VAT * (12% + VAT)
Marketing	✓	✓	✓
Tenant Referencing	✓	✓	✓
Arranging Safety Checks	✓	✓	✓
Register Deposit Protection	✓	✓	✓
Energy Performance Certificate	£60 INC VAT	£60 INC VAT	£60 INC VAT
Legionella Risk Assessment			
Inventory	£70-£120 INC VAT	£70-£120 INC VAT	£70-£120 INC VAT
Utility Notification	✓	✓	✓
Standing Order Set up	✓	✓	✓
Preparation of tenancy agreements	✓	✓	✓
Holiday cover ( 4 weeks per year )	✓	✓	✓
Property check out	✓	✓	✓
Preparation and issue of notices	✓	✓	✓
Lease Renewals	£120 INC VAT	✓	✓
Negotiating Deposit Disputes	£150 INC VAT	✓	✓
Collecting Rent		✓	✓
Monthly Statements/Landlord Portal		✓	✓
Property Visits & Inspections	£72 INC VAT	£72 INC VAT	✓
Compliance Inspection including Legionella Risk Assessment	£70 INC VAT	£70 INC VAT	£70 INC VAT
Arrange Maintenance & Repairs			✓
Dealing with Insurance claims			✓

\* VAT is only payable on 50% of the fee as **Purbeck Lettings** are not VAT registered

## Additional non-optional fees & charges (irrespective of level of service)

Energy Performance Certificate & Floor Plan	£60 INC VAT
Compliance Inspection including Legionella Risk Assessment	£70 INC VAT
Inventory	£70-£120 INC VAT
Set up Fee - Charged <b>ONCE ONLY</b>	£100 INC VAT

Including: agree market rent and find tenant in accordance with landlord guidelines; advise on refurbishment and condition; provide guidance on compliance with statutory provisions and letting consents; carry out accompanied viewings; market and advertise the property; erect a 'To Let' board in accordance with the Town & Country Planning Act 1990; advise on non-resident tax status and HMRC (where relevant).

## Marketing Only Service (ADVANCE PAYMENT)

£450 INC VAT

- Advertising on property portals, Corbens website and office display.
- Experienced Landlords Only.
- Carry out viewings with prospective tenants at property (if required).

Once a prospective tenant is found **the landlord is to deal with all other aspects of letting** including (but not exclusively) tenant referencing, deposit protection, deposit dispute negotiation, inventory, leases, renewals and notices. **No set up fee payable.**

# Our Fees & Services: TENANTS

## Before you move in

- **Reference Fee** £30 inc VAT per tenant or guarantor and/or permitted occupier.

*Online referencing of proposed occupants over 18yrs. Including identity checks, credit checks, landlord and employer references and any other relevant information to assess affordability.*

- **Set Up Fee** £100 inc VAT per property.

Contract negotiation (amending and agreeing terms), arranging tenancy and agreement, registering deposit, property check in.

## During your tenancy

- **Unpaid Rent/Returned Payments** Bank of England Base Rate +4% from due date
- **Professional Cleaning (if req.)** £12 per hr, inc VAT, plus any additional costs

## Ending your tenancy

- **Property Check Out** £0 inc VAT
- **Deposit Negotiations** £0 inc VAT



Independent Redress provided by  
THE PROPERTY OMBUDSMAN



Deposits Held and Administered by:  
THE DEPOSIT PROTECTION SERVICE

Please Note: All client money is held by Purbeck Lettings. Under the Consumer Rights Act 2015 we advise that Purbeck Lettings do not currently have Client Money Protection (CMP) Insurance in place.