

## Memberships and fees

Haybrook are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.



Landlord fees	Fee*
<b>Lettings Service Fee</b> Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	<b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200
<b>Discounted Letting Service Fee</b>	<b>2 weeks rent plus VAT</b> If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600
<b>Enhanced Marketing Service</b> our exclusive social media technology, FLINK™	<b>£165</b>
<b>Discounted Enhanced Marketing Service</b>	<b>£132</b>
<b>Tenancy Set Up</b> Including producing the tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	<b>£474</b>
<b>Rent Collection</b> Including rent collection, arrears collection, accounting & renewal negotiation	<b>12% of rent payable</b>
<b>Full Management</b> Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	<b>14.4% of rent payable</b>
<b>Extension Set Up</b> Production of extension tenancy agreement	<b>£180</b>
<b>Instruction of another agent during sole agency period – Administration Fee</b>	<b>£360</b>
<b>Withdrawal from a tenancy having instructed Haybrook to proceed – Administration Fee</b>	<b>£360</b>
<b>Paper copies of statements of account</b>	<b>£3.00 per month</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£99 per quarter</b>
<b>Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£50</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£120</b>
<b>Negotiations of deductions from deposit or flatbond</b> (not fully managed)	<b>£300</b>
<b>Deposit scheme of flatfair dispute submission</b> (where fully managed but expressly instructed not to conduct an inventory)	<b>£300</b>
<b>Attendance at court/tribunal</b>	<b>£180 day/part thereof</b>
<b>Service of notices Administration Fee</b> (Section 8 or 21) included for full management service	<b>£250</b>
<b>Change of Sharer Fee</b>	<b>£180</b>
<b>Extra property visit</b>	<b>£46.80</b>
<b>Wait at property for landlord appointed contractor appointment</b>	<b>£60 per hour/part thereof</b>
<b>Undertake partial or total furnishings for the property – Administration Fee</b>	<b>12% total value</b>
<b>Key Cutting Administration Charge</b>	<b>£30</b>
<b>Payment to a bank account held outside of the United Kingdom</b>	<b>£50 per payment made</b>
<b>Licensing Application Fee</b> Where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in Haybrook becoming the licence holder for the property).	<b>£238.80</b>
<b>Rent Confirmation for Mortgage Provider Letter Fee</b>	<b>£50</b>
<b>Gas Safety Administration Fee</b> - Arrangement of gas safety certificate where one is not provided at the commencement of the tenancy – Administration Fee	<b>£54</b>
<b>Rent Administration Fee</b> Where a landlord chooses to terminate our service but rental payments continue to be made to Haybrook - Administration Fee (the landlord is responsible for informing all parties that rent should be directed to new agent).	<b>£50 per payment made</b>

Tenants costs of moving and renting	Fee*
<b>Holding deposit</b> In order to reserve the property	<b>1 weeks rent</b>
<b>The Rent</b> As agreed for the property and specified in the tenancy agreement	<b>Subject to agreement</b>
<b>Security deposit</b> or	<b>5 weeks rent</b>
<b>flatfair Membership Fee</b> Where a tenant opts to use the security deposit replacement scheme	<b>Price on enquiry</b>
<b>Change of Tenancy Fee</b> Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	<b>£50</b>
<b>Early Release Fee</b> If a tenant wishes to end their tenancy outside of the agreed terms, they are required to cover the loss incurred by the landlord as a result of the early termination	<b>Price on enquiry</b>
<b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied	<b>Interest of 3% above the Bank of England base rate on balance due each day</b>
<b>Key Replacement Fee</b> Where a tenant requires a replacement key or security device for their property	<b>Price on enquiry</b>
<b>Extension Set Up</b> For tenancies which started prior to June 1st 2019	<b>£118.80</b>

\*All prices are inclusive of VAT unless expressly stated otherwise.

Haybrook Lettings is a trading style of Spicerhaart Residential Lettings Limited (Registered in England and Wales no. 05304360) Registered office: Colwyn House, Sheepen Place, Colchester, Essex, CO3 3LD.