

| Landlord fees | Fees or Charges |
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| Letting Service Fee Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations | 4 weeks rent plus VAT If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT |
| Discounted Letting Service Fee Where Full Management or Rent Collection Service is taken | 2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 incl. VAT |
| Enhanced Marketing Service Including marketing of your property with our exclusive social media technology, FLINK™ | £185 incl. VAT |
| Discounted Enhanced Marketing Service Where Full Management or Rent Collection Service is taken | £148 incl. VAT |
| Tenancy Set Up Including producing the Tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works | £594 incl. VAT |
| Rent Collection Including rent collection, arrears collection, accounting & renewal negotiation <i>Subject to a minimum fee of £60 incl. VAT per month where the rent is lower than or equal to £700 per month</i> | 12% of rent payable incl. VAT |
| Full Management Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection <i>Subject to a minimum fee of £84 incl. VAT per month where the rent is lower than or equal to £700 per month</i> | 16.8% of rent payable incl. VAT |
| Extension Set Up Production of Fixed Term Standard Tenancy or Periodic Standard Tenancy | £180 incl. VAT |
| Management Takeover Setup Fee | £180 incl. VAT |
| Landlord proof of ownership admin fee | £30 incl. VAT |
| Instruction of another agent during sole agency period – Administration Fee | £360 incl. VAT |
| Withdrawal from entering into a tenancy having instructed haart to proceed – Administration Fee | £360 incl. VAT |
| Paper copies of statements of account | £3.00 per month incl. VAT |
| Tax retention and completion of documentation for HMRC | £99 per quarter incl. VAT |
| Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC | £50 incl. VAT |
| Provision of a statement showing gross income and expenditure for the year | £120 incl. VAT |
| Negotiations of deductions from deposit or flatbond Not fully managed | £300 incl. VAT |
| Deposit scheme or flatfair dispute submission Where fully managed but expressly instructed not to conduct an inventory | £300 incl. VAT |
| Attendance at court/tribunal | £420 incl. VAT per day or part thereof |
| Service of notices Administration Fee (Section 8 or 21) included for full management service | £250 incl. VAT |
| Change of Sharer Fee | £180 incl. VAT |
| Additional Property Visit In addition to those included in your terms of business | £46.80 incl. VAT |
| Wait at property for landlord appointed contractor appointment | £60 per hour/part thereof incl. VAT |
| Undertake partial or total furnishings for the property – Administration Fee | 12% total value incl. VAT |
| Key Cutting Administration Charge | £30 incl. VAT |
| Payment to a bank account held outside of the United Kingdom | £50 per payment made incl. VAT |
| Licensing Application Fee 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 haart becoming the licence holder for the property). | £450 incl. VAT |
| Rent Confirmation Letter for Mortgage Provider | £50 incl. VAT |
| Gas Safety Administration Fee Arrangement of gas safety certificate where one is not provided at the commencement of the Tenancy | £126 incl. VAT Inclusive of the cost of the inspection |
| Rent Administration Fee Rent Administration Fee Rent Payments made to landlord after termination of service | £50 per payment made incl. VAT |
| Rent and Legal Protection | 4.45% of rent payable |
| Inventory Fee (subject to property size and furnishings) | up to £400 incl. VAT |
| Additional Property Visit In addition to those included in your terms of business | £46.80 incl. VAT |
| Statutory Declaration Form Which requires witnessing by a solicitor | £24 incl. VAT |
| Termination fees (Not payable if we have breached our contract with you): | |
| Termination of our contract by you following acceptance of an offer from a proposed tenant (but prior to grant of the tenancy agreement) | 4 months rent plus VAT |
| Termination of our contract by you during a fixed term tenancy agreement arranged by us | Balance of any full management or rent collection fees that would have been payable during the term of the tenancy agreement |
| Termination of our contract by you after the expiry a fixed term tenancy agreement arranged by us but whilst the same tenant remains in the property under either a statutory periodic tenancy agreement or a new fixed term tenancy agreement with you | 6 weeks rent plus VAT |

| Tenant costs of moving and renting | Fees or Charges |
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| Holding deposit In order to reserve the property | 1 week's rent *calculation example: monthly rent x 12 divided by 52 |
| The Rent As agreed for the property and specified in the Tenancy agreement | Subject to agreement |
| Security deposit or | 5 week's rent *calculation example: monthly rent x 12 divided by 52 x 5 |
| flatfair Membership Fee Where a tenant opts to use the security deposit replacement scheme | 28% of the first month's rent (plus VAT) |
| Change of Tenancy Fee Redrafting Tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice | £50 incl. VAT |
| Early Release Charge 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 | Landlord costs of re-marketing and setting up a new Tenancy. Either the Landlord Letting Service Fee or Discounted Letting Service Fee and the Tenancy Set-Up Fee as listed above |
| Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied | Late rental payment interest charge - 3% of amount owed above the Bank of England base rate, levied after the 14th day that the rent is late |
| Key Replacement Fee Where a tenant requires a replacement key or security device for their property | Up to £30 per key incl. VAT |



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

Payments can be made by credit or debit card or by direct bank transfer. For our bank details, please contact your local office. 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.

HAY LET 0625