

Landlord Services	Fees or Charges
Letting Service (LET ONLY) Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers and all services outlined in the Letting & Tenancy Set Up	4 weeks rent plus VAT If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
Enhanced Marketing Service Including marketing of your property with our exclusive social media technology, FLINK®	£185 incl. VAT
Letting & Tenancy Set Up Service Including marketing of your property across online portals and our applicant database, accompanied viewings with potential applicants, negotiating offers, referencing potential tenants, conducting a Right to Rent check and a PEP and sanctions check, conducting a Landlord AML check, identifying and obtaining the necessary safety and compliance documentation, producing the tenancy agreement and any guarantee required, serving the documentation required by the De-Regulation Act 2015 to the incoming tenants, arranging the appropriate deposit documentation to be signed and taking payment of move-in monies	£780 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, 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
Section 8 administration fee Administration to work alongside appointed legal partner	£250 incl. VAT
Management Takeover Set Up Administration when instructed to takeover an existing tenancy	£300 incl. VAT
Variation to the tenancy agreement Administration to change rent payment dates, change of tenancy including ending and entering into a new agreement with the same tenant, permission for pets, amendments to other tenancy conditions	£180 incl. VAT
Annual Property Condition Report	£102 incl. VAT
Instruction of another agent during sole agency period – Administration	£360 incl. VAT
Withdrawal from entering into a tenancy having instructed Haybrook to proceed - Administration	£360 incl. VAT
Paper copies of statements of account	£5 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	£300 incl. VAT
Deposit scheme or flatfair dispute submission Where expressly instructed not to conduct an inventory	£300 incl. VAT
Attendance at court/tribunal/bailiff appointment	£420 incl. VAT per day or part thereof
Administration Fee for administrative work imposed by legislation	up to £100 incl. VAT
Service of statutory notices – Administration (excluding section 8)	£250 incl. VAT
Contractor appointment fee Where you require us to wait for a contractor appointed by you	£60 incl. VAT
Undertake partial or total furnishings for the property – Administration	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 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)	£450 incl. VAT
Statutory Declaration Form Which requires witnessing by a solicitor	£24 incl. VAT
Property Visit	£60 incl. VAT
Gas Safety Administration Arrangement of a gas safety certificate where instructed	£126 incl. VAT Inclusive of the cost of the inspection
Rent Administration Rent Payments made to landlord after termination of service	£50 per payment made incl. VAT
Rent Confirmation Letter for Mortgage Provider	£50 incl. VAT
EPC Administration Arrangement of an EPC where instructed	£118.80 incl. VAT
Marketing report	£150 incl. VAT
Rent and Legal Protection	4.45% of rent payable
Inventory Fee (subject to property size and furnishings)	up to £500 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)	Fees set out within the terms due to the end of the current tenancy or 4 months rent plus VAT, whichever is lower.
Termination of our contract by you during a tenancy arranged by us for initial fixed term agreement (non-Housing Act tenancy)	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 following the successful letting of the property and the existing tenant remains in the property under either a statutory periodic tenancy (under the Housing Act 1988, as amended), or new fixed term or periodic tenancy (for a non-Housing Act tenancy)	6 weeks rent plus VAT

Tenant costs of moving and renting	Fees or Charges
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
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.