

Memberships and Fees



Associations and Memberships



Haybrook are members of a client money protection scheme through ARLA Propertymark and are also members of SAFEagent.



Haybrook are members of The Property Ombudsman independent redress scheme.

| Landlord Fees | Fee* |
|---|---|
| Lettings 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 |
| Discounted Letting Service Fee | 2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 |
| Enhanced Marketing service including marketing of your property using our exclusive social media technology, FLINK | £165 |
| Discounted Enhanced Marketing service | £132 |
| Tenancy Set Up including producing the tenancy agreement, (fee shared with tenant), completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works | £354 |
| Rent Collection including rent collection, arrears collection, accounting and renewal negotiation | 12% of rent payable |
| Full Management including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection | 14.4% of rent payable |
| Extension Set Up (fee shared with tenant) production of extension tenancy agreement | £118.80 |
| Instruction of another agent during sole agency period with Haybrook – Administration Fee | £360 |
| Withdrawal from entering into a tenancy having instructed Haybrook to proceed – Administration Fee | £360 |
| Paper copies of statements of account | £3.00 per month |
| Tax retention and completion of documentation for HMRC | £81 per quarter |
| Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC | £36 |
| Provision of a statement showing gross income and expenditure for the year | £90 |
| Negotiations of deductions from Deposit (not Fully Managed) | £300 |
| Attendance at Court/Tribunal | £180 day/part thereof |
| Service of Notices Administration Fee (including Section 8 or 21) where Full Management service is not taken | £180 |
| 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 Haybrook becoming the licence holder for the property). | £238.80 |
| Extra property visit | £46.80 |
| Wait at property for landlord appointed Contractor following an arranged appointment | £60 per hour/part thereof |
| Undertake partial or total furnishings for the property – Administration Fee | 12% total value |
| Key Cutting Administration Charge | £30 |
| Gas Safety Administration Fee – Arrangement of Gas Safety Certificate where one is not provided at the commencement of the tenancy – Administration Fee | £54 |

| Tenant Fees | Fee* |
|---|--|
| Tenancy Set up one tenant (one tenant) including tenant referencing, production of tenancy agreement, (fee shared with landlord), obtaining safety certificates, deposit registration and required pre-let works | £330 |
| Tenancy Set up additional tenant | £78 each |
| Guarantor referencing and production of Deed of Guarantee | £78 each |
| Alteration of tenancy dates given in Subject to Contract letter – Administration Fee | £60 |
| Check-in Fee | £120 including VAT for a studio property + £10 per additional bedroom |
| Change of Sharer Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice | £360 (£60 per additional tenant) |
| Landlord Reference for New Tenancy | £30 per reference |
| Extension Set Up (fee shared with landlord) | £118.80 |
| Rental Arrears written notification - Administration Fee | £30.60 |

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