

Harcourts Letting Services & Fee Schedule

HARCOURTS LETTINGS SERVICES 2019	Fully Managed	Rent Collection	Tenant Find
Advice on market rent levels	✓	✓	✓
Property marketing & advertising	✓	✓	✓
Accompanied viewings	✓	✓	✓
Tenant referencing service	✓	✓	✓
Collection of first month's rent and deposit	✓	✓	✓
Supply of Assured Shorthold Tenancy Agreement	✓	✓	✓
Lettings administration compliance	✓	✓	✓
Checking smoke alarms on day of tenancy	✓	✓	✓
Utilities notification	✓	✓	
Monitoring of rent payments	✓	✓	
Accounting on a quarterly basis	✓	✓	
Service of Section 21	✓	✓	
Arrange maintenance & repairs	✓		
Property inspections	✓		
Tenancy renewals*	✓		
Independent professional inventory*	✓		
Deposit registration*	✓		
24 hour emergency call out	✓		
Tenant check-out report*	✓		

*Separately charged items

Harcourts are members of a Client Money Protection Scheme

Harcourts Letting Services & Fee Schedule

Fully Managed – calculated at a percentage of the monthly rent.	11% Plus VAT (13.2% inclusive)
Rent Collection - calculated at a percentage of the monthly rent.	9% Plus VAT (10.8 % inclusive)
Tenant Find – Fixed Fee	£400.00 Plus VAT (£480.00 inclusive)
Tenancy set up fee – includes marketing/advertising, viewings, negotiation, tenant referencing, Right to Rent check, lettings compliance administration, a minimum twelve month Tenancy Agreement and checking smoke alarms on day of tenancy as regulations require.	£250.00 Plus VAT (£300.00 inclusive)
Rental arrears protection & legal expenses - calculated at a percentage of the monthly rent.	2..5% Plus Vat (2.99% inclusive)
Property Damage Protect – Annual fee per property.	£82.50 Plus VAT (£99.00 inclusive)
Deposit registration fee – to hold and register the tenants deposit with the Tenancy Deposit Scheme within the specified time frame.	£25.00 Plus VAT (30.00 inclusive)
Extension/renewal of Tenancy Agreement – includes rent review.	£75.00 Plus VAT (£90.00)
Gas safety Inspection – annual check in accordance with safety regulations.	£20.00 Plus VAT (24.00 inclusive) plus contractors fee
Portable Appliance Testing - annual safety check of electrical appliances.	£10.00 Plus VAT (£12.00 inclusive) plus contractors fee
Professional works fee – Assessing costs and obtaining quotes, ensuring works are carried out in full as per the specification, processing payments and retaining any warranty or guarantee.	10% Plus VAT (12% inclusive) of net cost
Time limited Right to Rent review – payable when a repeat check is required.	£25.00 Plus VAT (£30.00 inclusive)
Caretaking /vacant property inspections	£20.00 Plus VAT (£24.00 inclusive) per visit
Deposit dispute fee – to process a dispute raised by the tenant of proposed deposit deductions.	£25.00 Plus VAT (£30.00 inclusive)
Supply of Assured Shorthold Tenancy Agreement	£130.00 Plus VAT (£156.00 inclusive)

Harcourts are members of a Client Money Protection Scheme

Harcourts Letting Services & Fee Schedule

Additional reporting to HMRC	£25.00 Plus VAT (£30.00 inclusive)
Court attendance on behalf of landlord	£150.00 Plus VAT (£180.00 inclusive) per half day
Energy Performance Certificate – report to show the properties energy rating, minimum standard required.	£70.00 Plus VAT (£84.00 inclusive)
Energy Performance Certificate with the property floorplan.	£85.00 Plus VAT (£102.00 inclusive)
Legionella Risk Assessment – Professional report to measure the level of risk as required by the Health and Safety Executive.	£12.00 Plus VAT (£14.40 inclusive) plus contractors fee
Independent property inventory – detailed property description with photos.	£110.00 Plus VAT (£132.00 inclusive)
Independent check-out report – to show condition of property at the end of the tenancy.	£100.00 Plus VAT (£120.00 inclusive)
Attending property with bailiff to change locks or chaperoning service to allow an evicted tenant to collect any belongings.	£35.00 Plus VAT (£42.00 inclusive)
Emergency Lighting check – monthly inspection to communal areas to ensure the emergency lighting is in working order.	£12.00 Plus VAT (£14.40 inclusive)
Progressing insurance claims	10% Plus VAT (12% inclusive) of the claim cost
Key cutting-to supply additional or replacement keys.	£8.00 Plus VAT (£9.60 inclusive) plus key cost
To supply any miscellaneous materials – e.g. notice boards	£10.00 Plus VAT (£12.00 inclusive)
Management take over fee – to include a new AST, Right to Rent check, property visit and compliance check.	£150.00 Plus VAT (£180.00 inclusive)
Caretaking /vacant property inspections	£20.00 Plus VAT (£24.00 inclusive) per visit
Annual income & expenditure report	£25.00 Plus VAT (£30.00 inclusive)

Harcourts are members of a Client Money Protection Scheme