

✓ Let only	10% inc VAT
✓ Rent collection	10% inc VAT
✓ Managed property	12% inc VAT

Charges applicable to all tenancies

Set up fee to include: **£400.00**

- ✓ Referencing for all tenants including guarantors
- ✓ Administration and tenancy agreement
- ✓ Deposit registration and administration with the Tenancy Deposit Scheme

Renewal negotiation and administration **£120.00**

Additional Fees – all fees are only charged if service is required

✓ Energy performance certificate	£100.00
✓ Legionella risk assessment	£120.00
✓ Carbon dioxide and smoke alarms where provided are charged at	£20.00 per item
✓ Landlord Gas Safety	£120.00
✓ Key cutting plus the cost of keys	£12.00
✓ Arrangement of works exceeding £2000	10%
✓ Preparation of Court appearance paperwork	£120.00
✓ Court attendance per hour	£60.00 p/h
✓ Preparation and submission of DPS claim	£100.00
✓ Additional Property visit and report	£60.00
✓ Pre-tenancy preparation of property	£60.00 p/h
✓ Minimum letting fee	£1200.00
✓ Withdrawal from offer once referencing process has been started	£240.00
✓ Use and supervision of own lease	£120.00
✓ Supervision of insurance claim	£120.00
✓ Hourly rate for additional works undertaken	£60.00 p/h
✓ Sale of property to a tenant introduced by SurreyLETS	1.5%
✓ Early termination charge if the landlord sells the property to a third party with the tenants in situ	£480.00
✓ Electrical Installation Condition Report	from £160.00

