



Letting Services and Fees

Tenant Introduction

- ✓ Free market appraisal
- ✓ High resolution photos
- ✓ Comprehensive marketing
- ✓ "To Let" board erected in line with Town and Country Planning Act
- ✓ Accompanied viewings and feedback
- ✓ Finding suitable tenant in line with landlord guidance
- ✓ Negotiate terms of tenancy
- ✓ Referencing of the tenant(s) and guarantor(s) (*if applicable*) and carrying out full credit checks
- ✓ Creating a unique tenancy agreement
- ✓ Arranging for an inventory and check-in report to be created*
- ✓ Handover of keys on signing of tenancy agreement

Our fees are a maximum of 4 weeks of the monthly rent plus VAT. The tenant introduction fee is deducted from the first months' rent.

Additional optional & non-optional fees

- **Land registry fee**
£12.00 (inc. VAT)
- **Creating an inventory & check-in report**
£210.00 (inc. VAT)
- **Tenancy renewal fee (landlord share)**
£50.00 (inc. VAT)
- **Deposit protection fee**
£84.00 (inc. VAT)

Tenant Introduction + Full Management

The preferred choice for most Landlords. Our full management service includes – letting, rent collection and management.

In addition to our introduction only service;

- ✓ Serving of a Section 21 Notice Requiring Possession
- ✓ Arranging all relevant certificates prior to letting and ensuring they are renewed on expiration
- ✓ Arranging the tenant check in
- ✓ Collating of meter readings and transfer of utilities into new occupier's name
- ✓ Collection of rent and payments for landlord
- ✓ Monthly landlord statements for rent payments with quarterly VAT invoices
- ✓ Reappraisal of property to determine current market value
- ✓ Negotiating renewal terms & execution of new tenancy documents
- ✓ Handling calls from the tenant(s) regarding maintenance issues
- ✓ Arranging property maintenance
- ✓ Paying contractors invoices
- ✓ Carrying out periodic visits to property and reporting to the landlord
- ✓ Handling out-of-hours emergency calls
- ✓ Handling insurance claims
- ✓ Scheduling and handling the tenant check-out
- ✓ Unprotecting the deposit and negotiating any deductions from the deposit

We charge 10% of the annual rent for our management service. This is payable monthly in addition to the one-off tenant introduction fee.

*VAT is charged at 20%

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Example of fees:

Tenant Introduction Only – Agents' commission = 4 weeks of rent.

Rent per calendar month = £1,000.00

$$\begin{array}{rcccccccc} \text{£1,000.00} & \times & 12 & = & \text{£12,000.00} & \div & 52 & = & \text{£230.77} & \times & 4 & = & \text{£923.08} & + & \text{VAT} & = & \text{£1,108.70} \\ \text{monthly rent} & & & & \text{annual rent} & & & & \text{week fee} & & & & \text{our fees} & & 20\% & & \text{total fees} \end{array}$$

Tenant Introduction + Full Management – Agents' commission = 4 weeks of rent + 10%

Rent per calendar month = £1,000.00

$$\begin{array}{rcccccccc} \text{£1,000.00} & \times & 12 & = & \text{£12,000.00} & \div & 52 & = & \text{£230.77} & \times & 4 & = & \text{£923.08} & + & \text{VAT} & = & \text{£1,108.70} \\ \text{monthly rent} & & & & \text{annual rent} & & & & \text{week fee} & & & & \text{our fees} & & 20\% & & \text{total fees} \end{array}$$

Full management fees

$$\begin{array}{rcccccccc} \text{£1,000.00} & \times & 12 & = & \text{£12,000.00} & \times & 10\% & = & \text{£1,200.00} & \div & 12 & = & \text{£100.00} & \times & \text{VAT} & = & \text{£120.00} \\ \text{monthly rent} & & & & \text{annual rent} & & & & \text{total fees} & & & & \text{our fees} & & 20\% & & \text{monthly fees} \end{array}$$