

Fees Information for Landlords and Tenants

	Fee payable to Agent	Payable by
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	£450 + VAT	Landlord
Letting & Deposit Holding (as above plus holding and protecting tenancy deposit)	£600 + VAT	Landlord
Letting & Rent Collection (as above plus collection of monthly rent)	7% + VAT pcm of Rental Income + £375 Set Up Fee	Landlord
Letting & Management (as above plus management throughout tenancy)	10% + VAT pcm of Rental Income + £375 Set Up Fee	Landlord
Marketing (preparing particulars and advertising the property)	Included in Let Only and Managed Fee	Landlord
Conducting viewings	Included in Let Only and Managed Fee	Landlord
Taking references and conducting credit checks	£125 + VAT	Landlord
Energy Performance Certificate	£88 inclusive of VAT per property	Landlord
Gas safety check	£66 inclusive of VAT per property	Landlord
Electrical safety check if required (discretion required)	£150 inclusive of VAT per property	Landlord
Preparation of tenancy agreement	Included in Let Only and Managed Fee	Landlord
Inventory preparation-LET ONLY	£120 inclusive of VAT per property	Landlord

Inventory check-in	Included in Property Managed Fees	Landlord
Inventory check-out	Included in Property Managed Fees	Landlord
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	£40 + VAT	Landlord
Additional inspections (in addition to routine inspections under Management service)	£30 inclusive of VAT per visit	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	£48 inclusive of VAT	Landlord
Smoke Alarm Installation	£35 inclusive of VAT per smoke alarm	Landlord
Permitted Payment – Loss of keys, security device	£30 inclusive of VAT	Tenant
Permitted Payment – Early Termination/Surrender	£50 inclusive of VAT	Tenant
Permitted Payment – Change of Sharer	£50 inclusive of VAT	Tenant
Permitted Payment – Variation or Novation of Contract	£50.00 inclusive of VAT	Tenant
Fees for Common Law Agreements – Company Lets, High Rent Agreements	N/A	N/A

Croft Lettings is a member of a client money protection scheme. The name and address of the client money protection scheme provider is Client Money Protection which is part of the Hamilton Fraser Group.

Croft Lettings is a member of The Property Ombudsman and The Property Redress Scheme. Certificates are displayed in the office.