

**Close Thornton Estate Agents**  
**Lettings Charges**

We currently have three levels of fees which relate to our Fully Managed, Rent Collection or Tenant Find Services. All of our fees quoted are inclusive of VAT, except where otherwise stated.

**Fully Managed Service**

**Setup charge: £180.**

A setup fee is charged for the reasonable marketing and advertising of your property, the provision and erection of to let boards, arranging and dealing with viewings and the finding of a suitable tenant.

**Monthly Rent Collection Fee: 12% of the monthly rent plus vat.**

A percentage of the rent payable is charged each month for our collecting and remitting rents received, deducting payments for works required and supplying monthly statements.

**Deposit Registration Fee: £24.**

All deposits received from tenants will be registered as required by law with a Government Authorised Scheme. This fee covers the time spent by us in registering tenants and landlord details and the deposit held. The Agency Scheme we will be using is My Deposits.

**Inventory Fee: £120.**

A detailed inventory regardless of size, will be made by Close Thornton Estate Agents letting Department when necessary.

**Lease Renewal: £120.**

This fee is payable in connection with the amendment and updating of the terms of the tenancy and arranging for a further Tenancy Agreement to be completed upon renewal.

**Check Out Fee £120.**

A fee which is payable to cover the time spent by us; in agreeing with all parties a check out date and arranging a property inspection appointment; in negotiating any conditional disputes which may affect the security deposit held; in returning any deposit to the parties as required; in remitting any disputed deposit amount to the Agency Scheme for final adjudication; in instructing contractors, obtaining quotes and organising any repair work necessary.

**Gas Safety Certificate** **£24.**

Regulations state that all newly let and managed homes must have a gas safety certificate in place prior to the commencement of a tenancy agreement and must be tested annually for safety. We will appoint a Gas Safety Engineer to do this work and this fee covers the administration cost of our organising this process. The fee does not cover the Gas Safety Engineer's costs incurred in connection with the provision of the certificate or the costs of any required remedial works.

**Submission of Non-Resident Landlords  
to HMRC:** **£60.**

A fee is payable in connection with our remitting and balancing the financial returns to HMRC and our responding to any reasonable query relating to these returns.

**Routine Visits to the Property:** **£24.**

As part of the Set Up Charge, we will carry out two standard visits per property within the original term of the tenancy. An additional charge per visit over and above the first two visits will be charged at this rate.

**Rent Collection Service**

Our current fees for this service are as follows:

**Setup Fee:** **£180.**

**Monthly Rent Collection Fee:** **12% of monthly rent plus VAT.**

A percentage of the rent is charged each month for our collecting and remitting rents received, deducting payments for works required and supplying monthly statements.

There are a number of optional services available as described in our Fully Managed Service including (see above for further details):

Inventory Fee	£120.
Check out fee	£120.
Gas Safety Certificate	£24.
Lease Renewal	£120.

## **Tenant Find Service**

**Our fee for this service is:**

**£180.**

This fee is charged in connection with our agreeing the market rent and finding a tenant for your property in accordance with your instructions. The fee covers the reasonable marketing and advertising of your property, the provision and erection of a to-let board and our carrying out the accompanied viewings as appropriate. As with most of our management services there are a number of optional services available as described in our Fully Managed Service (see above for further details).