OUR FEES TO LANDLORDS

Since 2015 it has been a legal requirement for all Letting and Managing agents in England and Wales to publicise details of their fees, below we have listed and detailed which each service entails and costs.

FIND TENANT SERVICE – 10%+VAT (12% Inc VAT)

INCLUDES:

- Initial rental assessment of the property.
- Photos and floorplans arranged for marketing.
- Advertise on relevant property portals including - Rightmove, Zoopla and Onthemarket.
- Advertise on Social Media Platforms including – Facebook, Instagram, TikTok and X.
- Produce marketing and advertise with local papers and directly with our corporate client database.
- Produce marketing documents such as tenant brochures, window cards and leaflets.
- Provide guidance on compliance and legislation.
- Advise on the necessary certificates required.
- Erect a 'To Rent' sign outside the property in accordance with Town and Country Planning Act 1990.
- Pre-Qualify applicants prior to viewings.
- Staff accompanied viewings.
- Negotiate terms between all parties.
- Collection of first month's rent and a Security deposit.
- Deduct commission and any pre-tenancy invoices and issue a statement.

RENT COLLECTION - 2%+VAT (2.4% Inc VAT)

INCLUDES:

- Collection of rent.
- Remit rent received.
- Remit rental statements.
- Pursue non-payment of rent and provide advice on rent arrears action (if necessary).
- Negotiate rent reviews.

FULL MANAGEMENT – 6%+VAT (7.2% Inc VAT)

INCLUDES:

- Dealing with the day to day issues regarding reasonable performance of the tenancy.
- Act as point of contact between Tenant and Landlord.
- In-Branch Property Manager.
- Periodic inspections and photographic reports.
- Obtain estimates and arrange routine repairs and instruct approved contractors.
- Up to date compliance with legislative requirements.
- Arrange periodic certificates to comply with regulations.
- Provide advice if breach of tenancy.
- Negotiate deductions from deposit at end of tenancy.
- Assist with deposit disputes and applications to the Tenancy Dispute Service.
- Assist with tax exemption certificate (if landlord overseas).
- Key holding service.

Initials

LEGAL EXPENSES AND RENT GUARANTEE – 3%+VAT (3.6% Inc VAT)

INCLUDES:

- Nil Excess.
- Rent Guarantee 100% of rent paid until we gain vacant possession of the property
- First month's rent covered in the event the tenancy is executed and no payment is received from the tenant before they obtain keys
- Up to 6 weeks at 90% of rent paid after vacant possession
- Legal Expenses cover up to £100,000.
- Cover of increased rent following issue of a valid Section 13 notice
- £25 + VAT (£30 including VAT) – Policy setup and administration fee

TENANCY SET-UP COSTS	Excluding VAT	Including VAT
Tenancy Agreement	**£250**	**£300**
Tenant Referencing and Right to Rent Checks (per tenant)	**£50**	**£60**
T.D.S Deposit Registration/Deposit Replacement (per tenancy)	**£50**	**£60**
Inventory/Check Out (per report, subject to property size)	**£250**	**£300**

COMPLIANCE

Various certificates are required prior to a tenancy commencing, this include:

- Gas Safety Certificate(Where applicable) – This is an annual certificate that must be obtained before the start of any tenancy. Centro can arrange the installation for you, with associated charges detailed on the following page.
- Energy Performance Certificate (EPC) – This certificate is valid for 10 years and must have a satisfactory rating between A and E. Centro can arrange the installation for you, with the associated costs outlined on the next page. From 2028, all new tenancies must have an EPC rating of C or higher, with the same requirement applying to existing tenancies from 2030.
- EICR – Electrical Installation Condition Report – This certificate is typically valid for 5 years. When an EICR is conducted, it will include classification codes. Any codes classified as 1 or 2 must legally be addressed and remedied. Centro can arrange the installation for you, with associated charges detailed on the following page.
- Smoke Alarms – It is a legal requirement to have working smoke alarms installed on each habitable floor of the property. Centro can arrange the installation for you, with associated charges detailed on the following page.
- Carbon Monoxide Alarms – A carbon monoxide alarm must be installed in any room used for living accommodation that contains a fixed combustion appliance (excluding gas cookers). Centro can arrange the installation for you, with associated charges detailed on the following page.

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ADDITIONAL CHARGES	Excluding VAT	Including VAT
❑ Gas Safety Certificate	£100.00	£120.00
❑ Gas Safety Certificate & Boiler Service	£150.00	£180.00
❑ Energy Performance Certificate (EPC)	£150.00	£180.00
❑ Smoke Alarm supply and Installation (per alarm)	£50.00	£60.00
❑ Carbon Monoxide supply and Installation (per alarm)	£75.00	£90.00
❑ Electrical Installation Condition Report (EICR)	POA	POA
❑ Portable Appliance Check (PAT)	£150.00	£180.00
❑ Legionella Risk Assessment	£150.00	£180.00
❑ Deposit Dispute Fee	£200.00	£240.00
❑ Tenancy Agreement Amendment Fee	£75.00	£90.00
❑ Quarterly Tax Submission (Making Tax Digital) (UK)	£40.00	£48.00
❑ Quarterly Tax Submission for (Non UK)	£75.00	£90.00
❑ Service of Section 13 Notice	£150.00	£180.00
❑ Service of Section 8 Notice (And Preparation of Documents)	£400.00	£480.00
❑ Preparation of Documents for Court of Tribunal Hearings	£150.00	£180.00
❑ Court or Tribunal Attendance Fee	£250.00	£300.00
❑ Preparation of an Extension Agreement (Non Housing)	£150.00	£180.00
❑ Property Inspections	£100.00	£120.00
❑ Additional Key Cutting Service (Excluding cost of the keys)	£50.00	£60.00
❑ Repairs When the Net Cost Exceeds £1000.00+VAT	10%	12%

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