



## OUR FEES TO LANDLORDS (subject to negotiation)

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.
- 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 five-week 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 renewal of tenancy.
- 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 and serve prescribed notice (if required).
- 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.

**\*Upon renewal all fees agreed in the Confirmation of Instruction and Terms and Conditions of Business, Fees and Expenses will be applicable regardless of whether a periodic or fixed term tenancy has been agreed, fees will continue to be charged for as long as tenants found by Centro reside in the property.**

Initials



**Centro Residential Sales and Lettings Limited** a wholly owned subsidiary of Centro Plc  
Chairman Ray Harwood FRICS Managing Director Paul Harwood Directors D E Harwood Ricky Bashford  
Mid-Day Court, 24-28 Brighton Road, Sutton, Surrey SM2 5BN | Telephone 020 8401 5000 | e-mail: lettings@centro.plc.uk  
30 Ewell Road, Cheam, Surrey SM3 8BU | Telephone 020 8770 1625  
58-60 High Street, Banstead, Surrey SM7 2LX | Telephone 01737 307 000  
Registered at the above in the UK No 5660654





## LEGAL EXPENSES AND RENT GUARANTEE – 2.5%+VAT (3.0% Inc VAT)

### INCLUDES:

- Nil Excess.
- Rent Guarantee up to £2500 a month or 12-month's rent (no upper limit on monthly amount covered).
- 50% of rent paid for 2 months after vacant possession is gained.
- Legal Expenses cover up to £50,000.

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)	£200	£240
Extension Agreement (payable upon renewal)	£150	£180

## COMPLIANCE

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

- **Gas Safety Certificate** (where applicable) – This is an annual certificate and must be in place prior to a tenancy beginning, Centro are able to arrange this on your behalf as per the additional charges overleaf. Centro require this upon instruction.
- **Energy Performance Certificate (EPC)** – This is certificate valid for 10 years with a satisfactory rating between A-E. Centro are able to arrange this on your behalf as per the additional charges overleaf. Centro require this upon instruction
- **EICR – Electrical Installation Condition Report** – This is certificate that is typically valid for 5 years When an EICR is carried out it will come back with Classification Codes. Any classification codes 1 and 2 then become a legal obligation to have remedied. Centro are able to arrange this on your behalf and a charge can be obtained upon application. Centro require this upon instruction
- **Smoke Alarms** – It is a legal requirement to ensure working smoke alarms are fitted to each habitable floor of the property. Centro are able to arrange this on your behalf as per the additional charges overleaf.
- **Carbon Monoxide Alarms** – To ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). Centro are able to arrange this on your behalf as per the additional charges overleaf.

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ADDITIONAL CHARGES	Excluding VAT	Including VAT
<input type="checkbox"/> Gas Safety Certificate	£80.00	£96.00
<input type="checkbox"/> Boiler Service	£100.00	£120.00
<input type="checkbox"/> Gas Safety Certificate & Boiler Service	£150.00	£180.00
<input type="checkbox"/> Smoke Alarm Installation (per alarm)	£50.00	£60.00
<input type="checkbox"/> Carbon Monoxide Installation (per alarm)	£50.00	£60.00
<input type="checkbox"/> Energy Performance Certificate (EPC)	£100.00	£120.00
<input type="checkbox"/> Deposit Dispute Fee	£100.00	£120.00
<input type="checkbox"/> Electrical Installation Condition Report (EICR)	POA	POA
<input type="checkbox"/> PAT Electrical Safety Check	£125.00	£150.00
<input type="checkbox"/> Legionella Risk Assessment	£125.00	£150.00
<input type="checkbox"/> Tenancy Agreement amendment	£75.00	£90.00
<input type="checkbox"/> Quarterly Tax Submission for (non-UK)	£75.00	£90.00
<input type="checkbox"/> Additional Property visits	£100.00	£120.00
<input type="checkbox"/> Issue of formal notices	£75.00	£90.00
<input type="checkbox"/> Consents from Mortgagees and the like	£75.00	£90.00
<input type="checkbox"/> Court attendances – per day or part thereof	£250.00	£300.00
<input type="checkbox"/> Repairs when the net cost exceeds £1000.00+VAT	10%	12%
<input type="checkbox"/> Pre-Tenancy Check (meter top up, light bulbs, key cutting. Cost plus £25+vat for supply and service)	£25.00	£30.00

\*Centro Residential Sales and Lettings Limited An associated company to Centro Plc  
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