

COMPANY FEES SCHEDULE AND IMPORTANT INFORMATION

Letting Fees

Exclusive of VAT

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Let Only Services

Let Only Tenant Finder Fee	100% of one month's rent	120% of one month's rent
Deposit administering for let only properties	£150	£180
Check in, Check out, Deposit handling only	£300	£360

Full Management Services

Managed Tenant Finder Fee	75% of one month's rent	90% of months' rent
Tenancy renewal	75% of one month's rent	90% of month's rent
Standard (1 or 2 property) Management Fee	14% of rent due	16.8% of rent due
Multiple Property Management Fee (3+prop)	12% of rent due	14.4% of rent due
Subject to Minimum Fee per month	£50	£60

Additional Charges (by request)

Additional or one-off property inspection	£75	£90
Insurance Claim Administration Charges (/Works organised)	10% of total invoices	12% of total invoices
NRL Quarterly submissions to HRMC	£100	£120
Court or Tribunal Appearances	£300 per day	£360 per day
Council License Applications	£225	£270
Council License Renewals	£95	£114

Sales Fees

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Sole Agency	1% of selling price	1.2% of selling price
Multiple Agency	1.25% of selling price	1.5% of selling price

Subject to Minimum Fee (Sole)	£1000	£1200
Subject to Minimum Fee (Multiple)	£1200	£1440

Tenants Costs or Permitted Payments

Holding Deposit

One weeks rent will be taken to secure a property and will be held for 15 calendar days (unless otherwise expressly agreed) In order to complete all tenancy documents. This amount will be attributed to the first months rent following the execution of all tenancy documents within the 15 calendar days of receipt of the holding deposit. This will be withheld if any relevant person (including any guarantor(s) withdraw from the tenancy, fail a right to rent check, provide materially significant false or misleading information or fail to sign their tenancy agreement (and or deed of guarantee) within 15 calendar days.

Security Deposit

Equal to five weeks rent – this covers damages or defaults on behalf of the tenant during the tenancy.

Unpaid Rent

Interest at 3% above the Bank of England base rate from rent due date until paid in order to pursue nonpayment of rent. Please note; this will not be levied until the rent is more that 14 days in arrears.

Lost Key (or Keys) or other Security Devices)

Tenants are liable to the actual cost of replacing any lost key or keys or other security devices. If the loss results in locks needing to be changed the actual costs of a locksmith, new lock and replacement keys for the tenant(s), landlord, agent and any other person requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour including VAT for the time taken replacing lost keys or other security devices including attending a call out for re entry.

Variation of Contract (Tenants request)

£50 including VAT per agreed variation. This is to cover the costs associated with taking landlords instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenants request)

£50 including VAT per replacement tenant or any reasonable costs occurred if higher. To cover the costs associated with taking landlords instructions, new tenant referencing and right to rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenants request)

Should the tenant wish to leave their contract early they shall be liable to the landlords' costs in reletting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more that the maximum amount of rent outstanding on

the tenancy. The landlords relet fee is equal to 75% of a month rent plus vat. Subject to a minimum fee of £360 including VAT.)

Reference Fees – not payable by tenants

A reference fee of £35 inclusive of VAT is payable by the landlord or agent. Requesting the reference and **these costs should not be passed on to tenants.**

Company Administration Fee

60% of one months rent including VAT, 50% of one month's rent excluding VAT

Company Tenancy Renewal Fee £120 including VAT , £100 excluding VAT

Please note full company tenancy administration fee is required to secure a property on a non-AST agreement this fee applies ONLY to a company let agreement and should not be confused with a tenant's application fee.

Important Company Information

All Hackett Property Limited tenancies are joint and severally liable tenancies, ie where there is more than one tenant, all obligations including those for rent payments and damages costs can be enforced jointly against all of the tenant's name on the tenancy agreement. This principal also applies to any guarantors that may be in existence.

Hackett Property is a member of the Property Ombudsman Registration Number D03905.

Hackett Property Is a member of UK Association of lettings agents (UKALA) AND HAS CMP Certified Total Loss Client Money Protection for Landlords and Tenants provided by UKALA Number: 188030 Member since 21/03/2019.