

Fees Information for Landlords

Service	Fee payable to Agent	Payable by
Fully Managed		
Tenant Find & Fully Managed (as above plus management throughout tenancy including inspections, certificate management, maintenance management, comprehensive inventory)	£525 inclusive of VAT plus 13.8% inclusive of VAT of the monthly rent per month	Landlord
Tenant Find		
Tenant Find Only (preparing particulars, advertising, reference and credit checks, preparing tenancy agreement)	£575 inclusive of VAT	Landlord
Preparation of tenancy agreement (If landlord finds tenant)	£120 inclusive of VAT per agreement	Landlord
Administration and Service of Section 21 or Section 8 Notice	£300 inclusive of VAT per notice	Landlord
Inventory	£120 inclusive of VAT per property	Landlord
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	£90 inclusive of VAT	Landlord
Mid-term inspection	£90 inclusive of VAT per visit	Landlord
Tenancy renewal fee (negotiating and documenting renewal)	£180 inclusive of VAT	Landlord
Rental increase letter	£90 inclusive of VAT	Landlord
Install and check smoke & carbon monoxide alarm alarms	£40 inclusive of VAT per alarm	Landlord
Vacant Property Inspection Service (1 visit per week per property)	£90 inclusive of VAT per month	Landlord
Check Out	£90 inclusive of VAT per month	Landlord

Information for Tenants

Service	Fee payable to Agent	Payable by
Tenant Holding Deposit (Offset against full deposit amount at start of tenancy)	No greater than 1 weeks rent	Tenant
Tenant Deposit	No greater than 5 weeks rent	Tenant
Material changes to tenancy agreement at tenant request	£25 inclusive of VAT	Tenant
Late payment of rent	3% interest rate	Tenant
Costs for loss of security devices	Up to £25 inclusive of VAT	Tenant
Early termination of tenancy	Payment of reasonable costs incurred to the landlord	Tenant

Other important information

Roberts & Co Sales and Lettings is a member of Client Money Protect which is a client money protection scheme, and also a member of The Property Ombudsman which is a redress scheme.