

# Silverbirch Lettings Fees

## Landlord Fees:

**Letting only service:** 60% of the first month's rent (including vat)

This service applies to landlords who wish to let their property but will manage their own property for the duration of the tenancy.

**Management service:** 12% of the monthly rent (including vat)

**Tenancy Arrangement Fee:** £240 (including vat)

**DPS Custodial Deposit Registration: £20** (including vat)

/ Complimentary with Management service

**Check in & Check Out Inventory Report:** £50-£290 (including vat)

This will be done at the start of a new tenancy by a third party clerk. Please note price is determined by the size of the property on a scaling level and subject to change.

**Vacant Management:** £60-£180 (including vat) per month We can deal with the management of the property whilst it is vacant and being re marketed.

**Copy Documents:** £50 (including VAT)

For the supply of a document that has previously been provided.

**Renewal Tenancy Agreement:** £60 (including VAT)

For drawing up renewal tenancy agreement

**Waiting at a property:** £60 (incl vat) per hour

Awaiting deliveries or attending with contractors

## Tenants Fees:

### *Before you move in*

We will take a holding deposit total determined by below;

**Referencing Fee per tenant / per guarantor:** £110 (incl vat)

Referencing includes credit check, affordability check, residency information (background check) previous landlord reference and employer reference. Further checks may be required and will be advised before fees are taken and listed on to the lettings offer form prior to any commitment and payment is made.

**Company Referencing Fee:** £120 (incl vat)

**Property / Tenancy Administration Fee:** £216 (incl vat)

**Check in / Check out Inventory Fee In advance:** £50-£250 This will be done at the start and end of a new tenancy by a third party clerk. Please note price is determined by the size of the property on a scaling level and subject to change.

### *During your tenancy*

**Tenancy renewal agreement:** £90 (incl vat)

To draw up the renewal tenancy agreement should you wish to renew.

**Admin fee for late rent payments:** £30 (incl vat)

Should we have to chase for the tenants late rent on 3 or more occasions

**Rent paid to Silverbirch EA in error:** £30(incl vat)

Should you pay your rent to silverbirch when it should be paid to the landlord

**Deed of assignment:** £150 (incl vat)

**Waiting at a property:** £60 (incl vat) per hour

Awaiting deliveries , collecting post or parcels on request of tenant and acceptance by Silverbirch

**Check In /Inventory Fee**

<b>Bedrooms</b>	<b>Unfurnished</b>	<b>Part Furnished</b>	<b>Fully Furnished</b>
studio	50	55	60
1	60	65	70
2	70	75	80
3	80	85	90
4	90	95	100
5	95	100	105

**Check Out/ Inventory Fee**

<b>Bedrooms</b>	<b>Unfurnished</b>	<b>Part Furnished</b>	<b>Fully Furnished</b>
studio	50	55	60
1	60	65	70
2	70	75	80
3	80	85	90
4	90	95	100
5	95	100	105