

## Silverbirch Estate Agents Ltd Fees October 2022

Please note our third-party costs may vary due to inflation and fee increases, and therefore our prices may vary from time to time.

### Landlord Fees

#### **Tenants Find 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 from the point of move in.

#### **Pre-Letting Service:**

We offer a Pre-Letting service where we can organise and assist gaining quotes on your behalf and co-ordinating contractors. If you would like to take advantage of our Pre-Letting Service to coordinate all these works, this would be an upfront cost of £\_\_\_\_\_+VAT. This is no obligation of course but just a service option.

#### **Full Management Service:**

12% (including VAT) of the monthly rent per calendar month.

#### **Management Service with Rent Guarantee Insurance:**

If you would like rent guarantee insurance, an individual quote will be provided in addition to our management service fee. Tenants will need to qualify for the insurance criteria.

#### **Tenancy Arrangement Fee:**

£250 (including VAT) This includes the drafting of the AST & administration associated with this task and legal documents.

#### **Getting Ready for Marketing:**

Please note our photographer requires up to one weeks' notice of booking in advance due to a busy schedule. This would be to complete a full set of professional photos, Matterport tour and floorplan. The Silverbirch Estate Agents Ltd team attend same day where possible to create the social media videos. Please inform us in writing if you do not want your property to be featured on any of our social media platforms as we will presume on signing of our terms that you are ok with this. The Matterport tour is a live reflection of the property at that moment once complete, therefore it's imperative you remove or hide any items including personal photographs that you do not want shown in the public domain.

If you would like us to commence marketing, we will require the marketing cost of £360 including VAT upfront. On any successful let 50% of this cost would be deducted from our letting fee whether that is tenant find or fully managed. In the event we do not successfully let the property, or you withdraw the property from the market, it would not be refundable, however you will be provided the files for your own use. Please be aware the photographer will make a charge of £50+VAT for any non-attendance or last-minute cancellation within 24 hours. So, we ask our clients politely to ensure the date agreed is realistic (as we appreciate everybody has busy lives and can sometimes over commit themselves).

#### **TDS Custodial Deposit Registration:**

£60 (including VAT) For tenant find Bespoke Service. Complimentary with Management service.

#### **Check in & Check Out Inventory Report:**

See scale below (including VAT) This will be done at the start of a new tenancy and at the end of the tenancy if requested and by a third-party clerk. Please note price is determined by the size of the property on a scaling level and subject to change.

Please note if a property has more than one reception room then the inventory and check out report price will be based on a property with an additional bedroom/bedrooms.

<b>Bedrooms</b>	<b>Prices inclusive of VAT</b>
<b>House Share Room</b>	66
<b>Studio</b>	95
<b>1</b>	120
<b>2</b>	135
<b>3</b>	150
<b>4</b>	165
<b>5</b>	190
<b>6</b>	225

### **24-hour Emergency call out:**

#### **Emergency Electrical:**

Charged at £80 (including VAT) per hour.

£115 (including VAT) per hour 7pm-8am plus any material cost. This cost is based on an example from Adelec Electrical Contractors.

#### **Emergency Plumbing:**

£168 per hour (including VAT) for the 1<sup>st</sup> Hour.

£132 per hour (including VAT) thereafter - 6pm-8am. Example based on Ian Todd Sons and Plumbing.

#### **Vacant Management:**

We can deal with the management of the property whilst it is vacant and being re marketed. An individual quote will be provided upon request/appraisal.

Scaling rate between: £200-£500 (including VAT) per month.

#### **Copy Documents:**

£60 (including VAT) For the supply of a document that has previously been provided.

#### **Renewal Tenancy Agreement:**

£180 (including VAT) For drawing up renewal tenancy agreement and serving required legal documents.

#### **Waiting at a Property:**

£60 (including VAT) per hour. Awaiting deliveries or attending with contractors.

#### **Organising and providing Gas Safety Certificate:**

Gas Safety Certificate and Boiler Service: £150.00 (including VAT) With a qualified third-party contractor.

#### **Organising and providing EPC Premarketing:**

£90 (including VAT) With a qualified third-party contractor.

#### **Organising and providing Electrical Installation Condition Report:**

We use third-party accredited contractors therefore pricing for an EICR will vary and be on an individual basis.

An individual quote will be provided upon request. If you would like us to organise this, please send us photographs of your fuse board/s in the property.

#### **PAT Testing appliances:**

We can organise a quote. For example, TECC charge £83.33 + VAT up to 50 items.

#### **Property Inspections:**

One inspection including report within first 6 – 8 weeks of tenancy, a further inspection prior to renewal including report is included within our fully managed service in the first term and every 6 months thereafter.

Any additional requested inspections at a cost of £60 (including VAT).

### **Tenant find Inspections:**

One inspection including report to be emailed £90 (including VAT).

Self-service inspection (digital) £40 (including VAT).

## **Tenants Fees**

### **Prior to Move In:**

We will take a holding deposit total determined by below:

Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 14 days, or such longer period as might be agreed. In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy.

However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

### **During your tenancy:**

#### **Admin fee for late rent payments:**

£30 (including VAT) [pre-June 2019] Should we have to chase for the tenants late rent on 3 or more occasions.

#### **Rent paid to Silverbirch EA in error:**

£30 (including VAT) Should you pay your rent to Silverbirch Estate Agents Ltd when it should be paid to the landlord.

#### **Deed of assignment:**

£150 (including VAT).

#### **Waiting at a property:**

£60 (including VAT) per hour. Awaiting deliveries, collecting post or parcels on request of tenant and acceptance by Silverbirch Estate Agents Ltd.

