LETTINGS FEE Guide

SBK Lettings

ELEVATING YOUR PROPERTY JOURNEY

Our Lettings Fees.

To help you decide which of our three services is right for you, we have put together a simple checklist for you to see at a glance what is included in each of our service levels.

FULL MANAGEMENT	RENT COLLECTION	LET ONLY
Marketing & advertising via web portals, media, To Let board & in branch	Marketing & advertising via web portals, media, To Let board & in branch	Marketing & advertising via web portals, media, To Let board & in branch
Organising of EPC if required	Organising of EPC if required	Organising of EPC if required
Registration and qualification of interested potential tenants	Registration and qualification of interested potential tenants	Registration and qualification of interested potential tenants
Accompanied viewings	Accompanied viewings	Accompanied viewings
Credit check and referencing of accepted potential tenant(s) including Right to Rent Check	Credit check and referencing of accepted potential tenant(s) including Right to Rent Check	Credit check and referencing of accepted potential tenant(s) including Right to Rent Check
Arrangement of any necessary safety checks/ certificates prior to tenancy commencement	Arrangement of any necessary safety checks/ certificates prior to tenancy commencement	Arrangement of any necessary safety checks/ certificates prior to tenancy commencement
Preparation & signing of tenancy agreement	Preparation & signing of tenancy agreement	Preparation & signing of tenancy agreement
Ensuring landlord complies with statutory obligations	Ensuring landlord complies with statutory obligations	Ensuring landlord complies with statutory obligations
Protection of Tenants deposit	Protection of Tenants deposit	Protection of Tenants deposit (Chargeable)
Advise utility providers	Advise utility providers	
Collecting rent & providing monthly statements	Collecting rent & providing monthly statements	
Chasing rent arrears & providing advice on necessary actions	Chasing rent arrears & providing advice on necessary actions	
Undertaking minimum of two property visits annually and providing a report to the landlord	Arranging deposit return	
Arranging & managing maintenance & repairs using approved contractors		
Offering advice on market rents & completing rent reviews		
Preparing and serving notice requiring possession when required		
Arranging deposit return and handling any necessary deductions		
Set-up Fee (inclusive of VAT): 60% of the first months' rent with a minimum charge of £570 Monthly Management Fee: 14.4% of the monthly rent	**Set-up Fee (inclusive of VAT):** 60% of the first months' rent with a minimum charge of £570 Monthly Management Fee: 8.4% of the monthly rent	**Set-up Fee (inclusive of VAT):** 120% of the first months rent

FULL MANAGEMENT CHARGEABLE ADDITIONS (inclusive of VAT)	RENT COLLECTION CHARGEABLE ADDITIONS (inclusive of VAT)	LET ONLY CHARGEABLE ADDITIONS (inclusive of VAT)
Tenancy Deposit Scheme Registration Fee (included)	Tenancy Deposit Scheme Registration Fee £60	Tenancy Deposit Scheme Registration Fee £120
Annual Tenancy Deposit Renewal Fee £60	Annual Tenancy Deposit Renewal Fee £60	Annual Tenancy Deposit Renewal Fee £120
Tenancy Renewal Fee £144	Tenancy Renewal Fee £180	Tenancy Renewal Fee £240
Rent Review & Section 13 £144	Rent Review & Section 13 £144	Rent Review & Section 13 £180
Check Out (included)	Check Out & Detailed Report £600	Check Out & Detailed Report £600
Dispute Resolution Work (included)	Dispute Resolution Work £300	Dispute Resolution Work £300
Preparation & Serving of Section 21 (included)	Preparation & Serving of Section 21 £240	Preparation & Serving of Section 21 £360
Preparation & Serving of Section 8 (included)	Preparation & Serving of Section 8 £600	Preparation & Serving of Section 8 £600
Annual Tax Statement of Account £60	Annual Tax Statement of Account £60	Consultation Fee up to 1 Hour £90
Tenancy Compliance Check & Certificate Renewal (included) Cost of certificate additional	Tenancy Compliance Check & Certificate Renewal £210.00 (Cost of certificate additional)	Tenancy Compliance Check & Certificate Renewal £210.00 (Cost of certificate additional)
ADDITIONAL CHARGES (IRRESPECTIVE OF SERVICE inclusive of VAT)	**3RD PARTY ARRANGEMENT SERVICES** (inclusive of VAT)	**TENANTS** (inclusive of VAT)
Regulated Tenancy Renewal Fee (Set By Rent Officer) £144	Inventory Preparation Fee: 1-2 Bedrooms £150	Refundable Holding Deposit Equal to One Weeks Rent
Additional Property Visits £114 Per Visit	Inventory Preparation Fee: 3 Bedrooms £180	Variation To Tenancy Agreement (Tenants Request) £50
Taking Over the Management Of A Property From Another Agent £300	Inventory Preparation Fee: 4 plus Bedrooms £240	Replacement Key Due to Loss or Damage Reasonable Costs Incurred by The Agent
Administration of Non-Resident Landlord Reporting £144 Per Annum	Energy Performance Certificate: £120	Failure To Pay Rent in Full Within 14 Days of Due Date Interest at 3% Above Bank Of England Base Rate
Professional Hourly Rate (ie. Court Attendance) £96	Landlord Gas Safety Record: (POA)	Company Let (Contract That is Not an Assured Tenant Under Housing Act 1988) £720
Standalone Letter £12.00 Per Letter	Electrical Installation Condition Report: (POA)	Flatfair (28% of the rent plus VAT)
Landlord Withdrawal Fee Up To One Month's Rent +VAT	Portable Appliance Testing: (POA)	
Land Registry Title Deed £12.00 Per Property	Legionella Risk Assessment: (POA)	
Completion of Statutory Declaration £60	Fire Risk Assessment: (POA)	
Arrangements For Works over £750 (12% of Total Costs)	Exclusive Landlord Building Insurance: Quote on Application	
Redirection of mail for landlord - Cost of postage	Rent Guarantee Insurance: Quote on Application	
Completing of Licence Application Fee (HMO/additional/selective) £300 (cost of licence is additional)	Buy To Let Mortgage Advice Initial: Consultation Free	

The Property Ombudsman
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For more information about our services
please scan the QR code to visit our website
or see our new social media channels