



## Envisage Sales and Lettings

### Services and Fees

#### **Let-Only / Introduction Only Service**

- Marketing the Property
- Conducting accompanied viewings
- Tenant / Guarantor referencing and affordability checks
- Right to Rent checks
- Preparation and execution of the tenancy agreement
- Issuing relevant paperwork pre-move in
- Registration of the tenancy deposit at the Landlord's written request
- Service of prescribed information
- Provision of statutory documents

**80% of first month's rent + VAT** payable when the tenant has taken occupation. Fees will be deducted from the rent paid in advance and the balance will be invoiced.

The Agent will find a suitable tenant in line with the Terms and Conditions of Business agreed by the Landlord.

#### **Rent Collection Service**

- The Agent collects the rent.
- The Agent deals with reconciling rent payments
- The Agent issues reminders
- The Agent provides the Landlord with a monthly rent statement
- The Agent deals with rent arrears will charge debt collect

#### **Set-up fee - 65% + VAT**

**10% + VAT** payable when the tenant has taken occupation. Fees will be paid monthly in advance and deducted from the rent.

The Agent will collect rent in line with Terms and Conditions of Business agreed by the Landlord.

#### **Fully Managed Service**

#### **Set-up fee - 65% + VAT**

Payable in advance and upon signing the Agent's Terms and Conditions of Business.

**15% + VAT** payable when the tenant has taken occupation. Fees will be paid monthly in advance and deducted from the rent.

The Agent will manage the property in line with Agent's Terms and Conditions of Business agreed by the Landlord.

## Schedule of Fees

• Tenancy Referencing & Right to Rent checks	£125.00 + VAT per tenant / per guarantor
• Financial Sanctions Checks	£100.00 + VAT per person
• Anti-Money Laundering Checks	£75.00 + VAT per person
• Preparation & Service of a Written Statement of Information (Renters' Rights Act 2025)	£150.00 + VAT (One off fee per tenancy)
• Preparation of the Tenancy Agreement	£350.00 + VAT
• Preparation of An Assured Periodic Tenancy (Renters' Rights Act 2025)	£350.00 + VAT
• Inventory – Check-In	£150.00 - £240.00 + VAT
• Check-Out	£150.00 + VAT
• Additional Property Inspections	£100.00 + VAT
• Arranging Gas Safety Certificate	£120.00 + VAT
• Arranging Energy Performance Certificate	£120.00 + VAT
• Arranging Electrical Safety Certificate	£250.00 + VAT
• Legionella Risk Assessment	£120.00 + VAT
• Duplicate Statements of Account (PDF only)	£100.00 + VAT per hour
• Preparation & Service of a Section 13(2) Notice	£150.00 + VAT
• Preparation & Service of a Section 13(2) Notice	Fee charged by legal firm
• Administration for Change of Sharer	£150.00 + VAT
• Negotiation for Early Termination (Deed of Surrender)	£500.00 + VAT
• Preparation & Service of Breach of Contract Letters	£100.00 + VAT
• Preparation of paperwork for Court Claim, Deposit Disputes, Tribunal, etc.	£500.00 + VAT
• Court Attendance / Mediation Hearing	£150.00 + VAT per hour
• Photocopies	£20.00 + VAT per copy
• PRS Database Registration (Managed Service)	£360.00 + VAT (One off fee)
• PRS Database Registration (Let Only Service)	£720.00 + VAT (One off fee)
• PRS Database Compliance Update	£250.00 + VAT (Annually)
• Sale of Property to Tenant - Sale Terms of Business will be issued and apply	1.5% + VAT