

# BARNES - OUR SERVICES AND FEES

## THREE LEVELS OF RESIDENTIAL LETTING SERVICE

**Letting Only Service** payable in advance – 10.8% inc VAT for the initial term & 10.8% inc VAT for any renewal, extension or continuation

**Letting & Rent Collection Service** – fees taken in instalments as the rent is payable 12% inc VAT for the initial term & 12% inc VAT for any renewal, extension or continuation

**Letting, Rent Collection & Management Service** – fees taken in instalments as the rent is payable 19.2% inc VAT for the initial term & 19.2% inc VAT for any renewal, extension or continuation

## TENANT REFERENCING

The fee for obtaining references on each prospective tenant will be £66 inc VAT. This fee includes checking the passport and visa (if applicable) of any prospective tenant, to comply with the Immigration Act 2014.

## TENANCY DOCUMENTATION

Preparation of our standard Tenancy Agreement is £360 inc VAT.

Preparation of our standard documentation for both a fixed term renewal and periodic tenancy is £180 inc VAT.

## DEPOSIT REGISTRATION

Carter Jonas LLP are able to register the Tenants deposit with the Tenancy Deposit Scheme for a fee of £72 inc VAT paid annually in advance and £30 inc VAT at renewal.

| Our services include  | Letting only | Letting & rent collection | Letting, rent collection & management |
|---|--------------|---------------------------|---------------------------------------|
| Advice on pre-letting prospects and market rent             | ●            | ●                         | ●                                     |
| Advice on statutory duties                                  | ●            | ●                         | ●                                     |
| Arranging an EPC (Energy Performance Certificate)*          | ●            | ●                         | ●                                     |
| Producing property details, marketing and advertising       | ●            | ●                         | ●                                     |
| Conducting viewings & negotiating offers and terms          | ●            | ●                         | ●                                     |
| Applying for references and Right to Rent check*            | ●            | ●                         | ●                                     |
| Preparation of documentation*                               | ●            | ●                         | ●                                     |
| Membership of Tenancy Deposit Scheme*                       | ●            | ●                         | ●                                     |
| Inventory preparation, check in and check out*              |              |                           | ●                                     |
| Arrangements for electric and gas safety records*           |              |                           | ●                                     |
| Cleaning arrangements* & transferring of utilities          |              |                           | ●                                     |
| Dealing with ongoing receipt of rent                        |              | ●                         | ●                                     |
| Payment of invoices   |              |                           | ●                                     |
| Submitting a statement of account to the Landlord           |              | ●                         | ●                                     |
| Attending to day-to-day maintenance including minor repairs |              |                           | ●                                     |
| Carrying out property visits                                |              |                           | ●                                     |
| Preparing and serving notices*                              | ●            | ●                         | ●                                     |
| Negotiating and arranging the deposit return                |              |                           | ●                                     |

\*Depending on your particular requirements, other fees may apply and more information on these fees is given in our terms of business. Please ask the lettings team for a copy.

 Carter Jonas is proud to be a member of The Association of Residential Lettings Agents (ARLA Propertymark). ARLA Propertymark is the UK's foremost professional body for letting agents: [arla.co.uk](http://arla.co.uk)



Carter Jonas is regulated by RICS which funds a client money protection scheme. Clients who entrust money to firms regulated by RICS are protected in the unlikely event that the money is mishandled: [rics.org/uk](http://rics.org/uk)



Carter Jonas is a member of The Property Ombudsman redress scheme. We are proud of the service we provide to our clients, but should you wish to contact the ombudsman: [tpos.co.uk](http://tpos.co.uk)

**Carter Jonas**