

LANDLORD GUIDE TO SERVICES, FEES AND CHARGES

We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Engagement or ask a member of our team.

Hamptons is a member of and covered by the Propertymark Client Money Protection Scheme.

Hamptons is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

SERVICE OPTION	EXC. VAT	INC. VAT
Fully Managed Service Subject to a minimum charge of £1,800 + VAT (£2,160 inc. VAT) per year	15%*	18%*
Rent Collection Service Subject to a minimum charge of £1,200 + VAT (£1,440 inc. VAT) per year	10%*	12%*
Introduction Only Service Subject to a minimum charge of £1,000 + VAT (£1,200 inc. VAT) per tenancy	1 month's rent + VAT	
Managed-Only Service Subject to a setup Charge of £350 + VAT (£420 inc. VAT) and a minimum charge of £75 + VAT (£90 inc. VAT) per month	5%	6%
Short Let Service Subject to a minimum charge of £500 + VAT (£600 inc. VAT) per month	20%*	24%*
Vacant Property Supervision (per month)	£200	£240
TENANCY PROTECTION SERVICES		
Risk & Regulation Service (per month) Includes: Tenancy Agreement (drafting, signing and dating), enhanced Tenant Reference, initial Right to Rent checks, Tenant AML checks (as required), collecting/ holding/ registering and protecting tenancy deposits, HMO license monitoring, checking smoke & CO alarms at commencement of tenancy, legislative horizon scanning. Not available with the 'Introduction Only' or 'Short Lets' services.	£40	£48
If the Risk & Regulation Service is not selected, the following charges will apply:		
Tenancy Agreement	£300	£360
Short Let Tenancy Agreement	£150	£180
Enhanced Tenant Reference charge Per individual tenant/ guarantor Per Company tenant/ guarantor	£50 £100	£60 £120
Right To Rent Checks (per tenant/ occupant)	£50	£60
Tenancy Deposit Protection (annual)	£50	£60
Regulatory Certificate booking and Smoke & Carbon Monoxide (pre-tenancy) Check	£50	£60
Pre Letting Arrangement of Certification (Rent Collect and Managed only) Arrangement of Energy Performance Certificate, Gas Safety Certificate, Electrical Certificate Tests etc (the cost of completing these works is Subject to Quotation)	£50	£60
INCIDENTAL CHARGES		
Managed-Only Setup charge	£350	£420
Licensed Managed-Only Setup charge	£500	£600
HMO Licence Application In addition to costs any local authority fees which maybe levied.	£250	£300
Agent as 'Licence Holder for Landlord' Mandatory for Non-Resident Landlords.	£500	£600
Decent Home Standards (HHSRS) Hazard Report	£300	£360
Year-End Accounting Statement Reconciliation (per property)	£100	£120
HMRC Return for Non-Resident Landlords (quarterly, per person)	£100	£120
Service of Possession Notices (per notice)	£175	£210
Change of (Tenant) Householder Includes referencing proposed replacement tenant, preparing and executing Deed of Assignment.	£250	£300
Early Termination Administration Includes negotiation of dissolution terms, preparation of surrender documentation and return of tenancy deposit.	£250	£300
Off-boarding Administration Fee	£250	£300
Mid-Term Deposit Transfer and or Deposit Retention charge	£100	£120
Tenancy Renewal and/or Annual Rent Review Documentation Including service of Section 13 notice, if required	£250	£300
Arranging larger value Maintenance or Repairs Management and instruction of contractor works, charge may be applied to Invoice value of over £2,040 inc. VAT	10%	12%
Additional Property Visit (Managed Service only)	£125	£150
Formulating Deposit Adjudication Claims Rent Collection Service Management Service	£500 £250	£600 £300
Bank Transfer charges International Same-Day	£30 £20	£36 £24
Accompanying a Landlord's own contractor, or Attendance for delivery of household items (by a non-Hamptons supplier)	£50 / hr	£60
Court Appearance or provision of Witness Statement (per day or part thereof)	£500	£600

Our Guide for Landlords outlines your responsibilities, these include but are not limited to the provision and preparation of: An Energy Performance Certificate, Inventory, Inventory Check In/Out, Professional Cleaning, Insurance: such as Rent Guarantee protection, Buildings and Contents, Safety checks and Certification, if you prefer not to make these arrangements yourself, please contact your local office for assistance.

***PLEASE NOTE:** Fees for our Introduction Only and Short Let services are payable in advance at the start of the tenancy based on the agreed term. Our Rent Collect 12% inc. VAT and Fully Managed Service, 18% inc. VAT is payable in accordance with the frequency with which Rent is due and on the total rent payable under the terms of the tenancy. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our Terms of Engagement for further information.

Hamptons is a trading name of Hamptons Estates Limited, Registered Office Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. Registered in England Number 02036215. Hamptons Estates Limited is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. Hamptons Estates Limited is an agent and subsidiary of Countrywide Estate Agents Limited, Registered in England Number 00789476, Registered Office: Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. Countrywide Estate Agents Limited is an appointed representative of Connells Group Principal Services Limited which is authorised and regulated by the Financial Conduct Authority FRN 301684. VAT number 500 2481 05.

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