Our standard fees and charges

All Letting Services include:

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1900
- Advise on non-resident tax status and HMRC (if relevant)

Commission for Services	Explanation	excl. VAT	inc. VAT
Full management	Includes: • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Undertake one routine visit per fixed term tenancy or once per year (whichever is the more frequent) and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors • Hold keys throughout the tenancy term	16%	19.2%
Rent collection service	Includes: • Collect and remit the monthly rent received • Deduct commission and other works • Arrangement payments from rental for statutory requirements • Pursue non-payment of rent and provide advice on rent arrears actions	12%	14.4%
Tenant introduction only	Includes: • Collect and remit initial months rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	One months rent + VAT	One months rent + VAT

All fees are subject to value added tax (VAT) at the rate applicable and our minimum fee is £750.00 excl. VAT (£900.00 inc. VAT) per tenancy.

Initial Charges	Explanation		excl. VAT	inc. VAT
Energy Performance Certificate (EPC)	Arrange for an EPC to be commissioned to meet your landlord's responsibilities under the Energy Performance of Buildings (England and Wales) Regulations 2012		£99.00	£118.80
Tenancy agreement negotiation and preparation charge	Provide, negotiate and agree with your tenant a tenancy agreement to include additional clauses or amendments requested by you and/or your tenant		£295.00	£354.00
Tenant referencing (per tenant)	Tenant referencing		£50.00	£60.00
Student Application Fee	Student Application Fee (per tenant/occupier)		£50.00	£60.00
Tenant Right to Rent checks	Right to Rent Checks (per tenant/occupier)		£25.00	£30.00
Supervision of an agreement presented by a third-party to the landlord	Arranging for a tenancy agreement which we have not prepared to be checked for you		£325.00	£390.00
Negotiating addenda to tenancy agreement	Contract negotiation, amending terms and updating your tenancy agreement during the tenancy		£50.00	£60.00
Inventory administration at the start of the tenancy	Administering the inventory at the start of the tenancy to include considering any tenant requests to make changes to the inventory (cost of providing an inventory set out below)	**Unfurnished**	£135.00	£162.00
		Furnished	£150.00	£180.00
Inventory checks at the end of the tenancy	Agree with tenant an inventory check date and time appointment then Instruct inventory provider to attend the property to undertake an updated Schedule of Condition based on the original inventory (cost of providing an inventory set out below)	**Unfurnished**	£135.00	£162.00
		Furnished	£150.00	£180.00

		Unfurnished		Furnished	
		excl. VAT	inc. VAT	excl. VAT	inc. VAT
Instructing an inventory provider to attend the property to undertake the creation of an inventory prior to the start of the tenancy	Studio	£140.00	£168.00	£160.00	£192.00
	1 bed	£150.00	£180.00	£170.00	£204.00
	2 bed	£160.00	£192.00	£180.00	£216.00
	3 bed	£170.00	£204.00	£190.00	£228.00
	4 bed	£180.00	£216.00	£200.00	£240.00
	4 bed +	£190.00	£228.00	£210.00	£252.00

Our standard fees and charges

sequence

Deposit	Explanation	excl. VAT	inc. VAT
Deposit Compliance Fee	Fee for the on-going management of a deposit replacement guarantee product / deposit and complying with the legal requirements of the Tenancy Deposit Scheme (TDS) on your behalf. Chargeable every 12 months or part thereof on the tenancy anniversary date. (Payable where the Property Regulation Check is not taken)	£72.00	£86.40
Deposit / Deposit Replacement Service	(Only Available for Full Management & Rent Collection Service where the Property Regulation Check fee not selected)	£6.00pcm	£7.20pcm
To respond on your behalf to your tenants deposit replacement guarantee product / deposit and dispute where we provide Full Management	Upon your tenants registering a Deposit dispute, advise you on the details of your tenants claim, formulate your response and submit this to the adjudicator with appropriate evidence for final adjudication	£25.00	£30.00
To respond on your behalf to your tenants deposit replacement guarantee product / deposit and dispute where we do not provide Full Management	Upon your tenants registering a Deposit dispute, advise you on the details of your tenants claim, formulate your response and submit this to the adjudicator with appropriate evidence for final adjudication	£200.00	£240.00
Facilitating the transfer of a deposit for the tenant	Facilitating the transfer of your tenant's deposit to you where you have been previously holding and protecting it in the TDS	£50.00	£60.00

Rent Reviews	Explanation	excl. VAT	inc. VAT
Tenancy rent review service fee (Inc. Service of Section 13 Notice)	Contract negotiation, amending and updating terms	£250.00	£300.00
Changes of Sharer (Non Housing Act Tenancies Only)	Negotiate and process a “Change of Sharer” to include tenancy agreement preparation	£275.00	£330.00

General	Explanation	excl. VAT	inc. VAT
Property Regulation Check	Includes HMO Licence monitoring, the on-going management of Deposit / Deposit Replacement Service, Legislative Horizon Scanning, Checking Smoke and CO Alarms at commencement of tenancy *annual upfront applies to Let Only service	£9.50 pcm*	£11.40 pcm*
Tenancy Administration	Includes but is not limited to marketing of the property, arranging and conducting viewings, negotiating tenancy terms, arranging completion of tenancy documents, utility and services management	Min £100 / Max £400	Min £120 / Max £480
Fee for transferring rent and other payments to a Non-UK Bank Account	Fee for transferring rent and other payments to a Non-UK Bank Account charged per transaction	£25.00	£30.00
Quarterly tax submission for non-UK residents with no HMRC approval	To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC	£100.00 per quarter	£120.00 per quarter
Income & Expenditure	Provision to assist in the completion of your Tax Return.	£30.00 per quarter	£36.00 per quarter
Annual tax declaration for non-UK resident with HMRC approval	Submitting to HMRC an annual declaration for non-UK resident landlords who have HMRC approval – and respond to any specific query relating to the return from the landlord or HMRC	£40.00	£48.00
Annual statutory landlord rental income notification to HMRC	Submitting on your behalf an annual return to HMRC for non-UK resident landlords – and respond to any specific query relating to the return from the landlord or HMRC	£20.00	£24.00
Copy statements (each month’s statement, or part thereof) - per request	Provision of Copy statements (each month’s statement, or part thereof) - per request	£25.00	£30.00
HMO Licence Application	Excludes cost of the Local Authority Licence and any risk assessment or other documentation required to grant the licence	£325.00	£390.00
Agent as Licence Holder for Landlord	Excludes cost of the Local Authority Licence and any risk assessment or other documentation required to grant the licence	£250.00	£300.00

Our standard fees and charges

General	Explanation	excl. VAT	inc. VAT
Additional property visits, price per visit	To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	£55.00	£66.00
Repairs (full management only). When the net cost of works exceeds £750.00 + VAT and an estimate is necessary - based on the total net invoice of works	Arranging access and assessing costs with contractor; Ensuring work has been carried out in accordance with the specification of works; Retaining any warranty or guarantee as a result of any works	10%	12%
Arrange redecoration/refurbishment (full management only) - based on the total net invoice of works	Arranging access and assessing costs with contractor; Ensuring work has been carried out in accordance with the specification of works: Retaining any warranty or guarantee as a result of any works	10%	12%
To obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	Obtaining more than two contractors quotes works for redecoration or refurbishment and submitting them to you for approval	£100.00	£120.00
Court attendances - per day or part thereof	Attending Court proceedings with your appointed Solicitor as a Landlord witness	£200.00	£240.00
Witness Statement	Provide a witness statement for legal proceedings	£200.00	£240.00
Service of Section 8 possession Notice	Upon instructions prepare and serve a Section 8 in order to bring your tenant's tenancy to an end	£175.00	£210.00
Arrange Legionella risk assessment	A landlord has responsibility to assess and control the risk of Legionella under the HSE revised Approved Code of Practice (ACOP) and guidance Legionnaires' disease: The control of legionella bacteria in water systems	£125.00	£150.00

Sequence (UK) Limited is registered in England and Wales under company number 4268443, Registered Office is Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. VAT Registration Number is 500 2481 05.
For activities relating to regulated mortgages and non-investment insurance contracts, Sequence (UK) Limited is an appointed representative of Connells Limited which is authorised and regulated by the Financial Conduct Authority.
Connells Limited's Financial Services Register number is 302221