

Letting Services and Fees

FIND CONTRACT HOLDER (TENANT) – FOR ALL PROPERTIES

Including: market appraisal, marketing, arranging and accompanying viewings, initial applicant referencing, preparing Occupation-Contract, collection of first month's rent plus bond/deposit
5% of annual rent + 20% VAT

(minimum fee £510.00)

This will be charged on each occasion the property is re-let.

There is also an administration **charge for each Landlord of £36.00** towards the costs to us of **Rent Smart Wales**.

CONTRACT-HOLDER FIND PLUS FULL MANAGEMENT SERVICE

Find Contract-Holder Service as above plus Inventory/Schedule of Condition at start of contract, submission of bond to Deposit Protection Service, meter readings and transfers, routine inspections, rent collection, maintenance, accounting to Landlord monthly via email

**Find Contract-Holder Fee as above
plus 10% of monthly rent + 20% VAT**

This will be charged on each occasion the property is re-let

There is also an **annual charge of £36.00** towards the cost of **Rent Smart Wales** administration for each Landlord.

ADDITIONAL SERVICES

“RENT PROTECTION & LEGAL EXPENSES” SERVICE

Available for managed properties only and subject to successful applicant referencing, we offer the additional service of rent protection with legal expenses.

These fees can be provided on application.

Preparing new Standard Occupation-Contract £240.00

**Preparing Occupation-Contract at renewal
For managed properties only £144.00**

All Fees are inclusive of VAT at current rate of 20% unless otherwise stated.

Colston Lettings reserve the right to alter services and fee structures at their discretion. Please ask for a current fee structure should you wish to re-let your property or to change the service we currently provide.

Fee Structure May 2023

COLSTON LETTINGS LIMITED

Inventory Schedule of Condition at start of tenancy
meter readings and transfers

2 bedroom property	£108.00
3 bedroom property	£144.00
4+bedroom property	Fee to be agreed at instruction

***Arrange Compliance of additional services; cost included with Full Management Service**

Energy Performance Assessment:	£20.00
Legionella Risk Assessment:	£10.00
EICR	£20.00
FFHH (Fitness for Human Habitation)	£20.00
Landlord Annual Gas Safety Check:	£10.00
(*these fees are in addition to the cost of the work carried out by the external provider)	

Landlord withdrawal fee before contract	£360.00
Deposit dispute resolution administration fee	£144.00
End of Year Statement for tax return	£36.00
Service of Legal Notices	£90.00
End of Occupation Check out visit for non-managed properties where we carried out Inventory Schedule of Condition	£108.00
Void Property Inspections	£42.00
Arrangement fees for works over £500.00	12% of nett cost

**We can tailor our services and fees
to meet *your* personal requirements.**

Please do not hesitate to contact us on **01446 793333**
to discuss the services ***you want*** in more detail.

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