



Colin Dean Residential



**Terms and Conditions
Residential Letting and Management
2018**

Fees and Costs

Letting and Management Service. A Summary of our Charges

(All prices shown include VAT, except where specifically excluded, at the rate of 20%)

BRONZE LETTING SERVICE **10% plus VAT**

Our Letting only service where our fee is payable in advance upon commencement of tenancy. Fees are subject to a minimum charge of £600.00 inc VAT. For further information please see our terms of business.

EXAMPLE If a tenant signs a contract for 12 months at a rent of £800 pcm, the fee payable will be:
£800 x 12 mths x 10% plus VAT = £1152.00

RENEWAL OF TENANCY

If a tenant renews a tenancy under this Service, the same fee rate is payable for as long as that tenant continues to be liable for the tenancy. A discount of 25% of the fee due will be offered if payment of the fee due is made on or before commencement of the new term of tenancy.

EXAMPLE If a tenant signs a renewal contract or continues on a periodic basis at a rent of £800 the fee payable will be:
£800 x 12mths x 10% plus VAT = £1152.00
However, the prompt settlement discount would have the following effect: £800 x 12 mths x 7.5% plus VAT = £864.00

GOLD MANAGEMENT SERVICE **15% plus VAT**

Our Management Service which includes Legal Costs Protection, where fees are due as above but are collected monthly and deducted from rents received. Fees are subject to our minimum charge of £900.00 inc. (£75.00 per mth inc VAT). For further information please see our terms of business.

EXAMPLE If a tenant signs a contract for 12 months at a rent of £800 pcm, the fee payable each month will be:
£800 x 15% plus VAT = £144.00 per month

RENEWAL OF TENANCY

If a tenant renews a tenancy under this service, the same fee rate is payable for as long as that tenant continues to be liable for the tenancy. No discount on renewals of tenancy are offered under this service as a cash flow concession is provided by allowing the fee to be spread over the term of the tenancy.

EXAMPLE If a tenant signs a renewal contract or continues on a periodic basis at a rent of £800 pcm, the fee payable each month will be: £800 x 15% plus VAT = £144.00 per month

PLATINUM MANAGEMENT SERVICE **18.25% plus VAT**

Our top level Management Service which includes both Rent **and** Legal Costs Protection for ultimate peace of mind, where fees are due as per our Bronze service but are collected monthly and deducted from rents received. Fees are subject to our minimum charge of £1095.00 inc. (£91.25 per month inc VAT) For further information please see our terms of business

EXAMPLE If a tenant signs a contract for 12 months at a rent of £800 pcm, the fee payable each month will be: £800 x 18.25% plus VAT = £175.20 per month

RENEWAL OF TENANCY

If a tenant renews a tenancy under this service, the same fee rate is payable for as long as that tenant continues to be liable for the tenancy. No discount on renewals of tenancy are offered under this service as a cashflow concession is provided by allowing the fee to be spread over the term of the tenancy.

EXAMPLE If a tenant signs a renewal contract or continues on a periodic basis at a rent of £800 pcm, the fee payable each month will be:£800 x 18.25% plus VAT = £175.20 per month

Fees and Charges

All fees and charges shown include VAT at the current rate

Bronze Service (charge is a percentage of the rent for the term of the agreed contract (subject to a minimum fee of £600)	12%	of the contracted rent
Gold Service (charge is a percentage of the rent for the term of the agreed contract) (subject to a minimum fee of £900 pa or £75 per month)	18%	of the contracted rent
Platinum Service (charge is a percentage of the rent for the term of the agreed contract) (subject to a minimum fee of £1095.00 pa or £91.25 per month)	21.9%	of the contracted rent
General Debit Card handling fee	No Charge	
Business Debit Card and Credit Card handling fee	No Charge	
Cancellation Charge		
In the event you withdraw from a proposed letting after authorising us to proceed with referencing a tenant	£350.00	
Tenancy Agreement and Deposit Scheme Prescribed Information Preparation		
In connection with a New Let arranged by Colin Dean	Included in Letting Fee	
In connection with the Renewal of a Tenancy (Please note that a fee is also charged to The Tenant for their part of the cost of preparation of agreements)	Included in Renewal Fee	
In connection with a change of terms of an existing Tenancy	£150.00	
In connection with a Tenancy not arranged by us	£200.00	
Serving Legal Notices		
Service of Notice under s21 HA1988 – On tenancy arranged by Colin Dean	No Charge	
On tenancy not arranged by us	£80.00	
Service of Notice to Quit On tenancy arranged by Colin Dean	No Charge	
On tenancy not arranged by us	£80.00	
Service of Notice under s13 HA1988 - On tenancy managed by Colin Dean	No Charge	
On tenancy not managed by us	£80.00	
Tenancy Deposit Protection		
Registration charge with Tenancy Deposit Scheme (TDS) (one off charge at commencement of each new tenancy)	£50.00	
Administrative charge should you wish the deposit to be protected within a Deposit Scheme other than the Tenancy Deposit Scheme (TDS)	£160.00	
Additional Services		
Energy Performance Certificate	£80.00	
Void Period Property Management	£80.00 per month, or part thereof	
Additional Property Visit	£80.00 per visit	
House sitting	£80.00 per hour	
Shopping	£80.00 per visit	
Court attendance	£80.00 per hour	
Annual Income and Expenditure Statements	£60.00 for each year	
End of Tenancy Negotiation Service - within Gold or Platinum Service	No Charge	
within Bronze service	£240.00	
HMO application service	£375.00	
Buy to Let Valuation Service	£120.00	
Capital Value / Probate Valuation Service (written valuation)	£120.00	
Preparing a Property Floorplan (separate to a new lettings instruction)	£80.00	
Sourcing and Downloading a manual for a Boiler or Appliance	£12.00 per copy	
Obtaining a copy of a Land Registry ownership document or plan	£12.00 per copy	
Misc Management Services		
Negotiator or Property Manager	£80.00 per hour	
Lettings Manager	£130.00 per hour	
Director	£180.00 per hour	

Works Management Services

Minor works and procurement service (up to value of £1000 inc VAT)

In connection with our Gold or Platinum Service

In connection with a property we are not managing

Included

12% of value of contract works

Insurance Claims Management service

12% of works contract price

Refurbishment Service

12% of works contract price

Major works over £1000 Service

12% of works contract price

Charge for preparatory services in connection with repairs/procurement

£80.00 per hour

Management Property Reserve (held on managed properties and refunded at the end of our period of management)

£350.00

Safety Inspections

(All carried out by suitably Qualified and Insured Contractors)

Gas Safety Inspection

£96.00

Gas Safety Inspection and Boiler Service

£162.50

Electrical Safety Inspection (full approved inspection and report)

Properties up to 3 bed house

£ 200.00

Larger Properties

£ Enquire

Portable Appliance Testing – up to 10 appliances

£ 95.00

Source and Provide Appliance Manuals (per manual provided)

£12.00 each

Inventory Preparation

(Arranged by an Independent Firm of Inventory Specialists)

Scale of Charges (extract from the price list provided by Inventories Inc)

Inventory Preparation

Studio	Unfurnished	£120.00	Furnished	£132.00
1 Bedroom	Unfurnished	£126.00	Furnished	£144.00
2 Bedroom	Unfurnished	£144.00	Furnished	£162.00
3 Bedroom	Unfurnished	£174.00	Furnished	£198.00
4 Bedroom	Unfurnished	£234.00	Furnished	£258.00

Check in

Studio	Unfurnished	£96.00	Furnished	£96.00
1 Bedroom	Unfurnished	£102.00	Furnished	£102.00
2 Bedroom	Unfurnished	£126.00	Furnished	£126.00
3 Bedroom	Unfurnished	£156.00	Furnished	£156.00
4 Bedroom	Unfurnished	£162.00	Furnished	£168.00

Check out

Studio	Unfurnished	£102.00	Furnished	£114.00
1 Bedroom	Unfurnished	£114.00	Furnished	£126.00
2 Bedroom	Unfurnished	£126.00	Furnished	£144.00
3 Bedroom	Unfurnished	£150.00	Furnished	£168.00
4 Bedroom	Unfurnished	£198.00	Furnished	£198.00

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