

Landlords' Guide to Services 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 Business or ask a member of our team.

Garrington Asset Management is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. Garrington Asset Management is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Excluding VAT	Including VAT
Comprehensive Management Service Including Standard Lettings Service. Subject to a minimum fee of one month's rent plus VAT	17% *	20.4% *
Standard Letting Service Subject to a minimum fee of one month's rent plus VAT	9% *	10.8% *
Managed Only Service No setup fee	10%	12%
Short Let Service Subject to a minimum fee of one week's rent plus VAT	25% *	30% *
Vacant Property Supervision Service Including a monthly property visit	£199 per month	£238.80 per month
Tenancy Setup Fee Drafting and execution of tenancy agreement if supplied by us, (drafting supplementary clauses may incur a £50 (£60 Inc VAT) charge) collecting and holding the Security Deposit, registering and issuing deposit protection certificate, referencing the Tenants	£200	£240
Enhanced Referencing Fee Including verification of details, credit check, employer, landlord and accountant reference (If available)	£50 per person	£60 per person
Tenancy Continuation Preparation of Memorandum of Renewal Drafting and execution of document if supplied by us and registering and issuing deposit registration certificate. Where a Memorandum of Renewal is not suitable the Tenancy Agreement Setup fee will apply £325 (£390 Inc VAT)	£125 *	£150 *
Pre Letting Arrangement of Certification (Standard Lettings Service) Arrangement of Energy Performance Certificate, Gas Safety Certificate, Portable Appliance Test etc (the cost of completing these works is Subject to Quotation)	£50	£60
Right to Rent Re-Checks	£0	£0
Breach of Sole Agency & Withdrawal from Proposed Tenancy	Half of one month's rent, plus VAT	
Change of Sharer Deed of Assignment Where a Deed of Assignment is not suitable the Tenancy Agreement Setup fee will apply £325 (£390 Inc VAT)	£100	£120
Serving of Notices: Section 21	£0	£0
Early Termination Deed of Surrender	£200	£240
Accompanying Landlord Arranged Contractor Where Necessary Cost per hour including travel and subject to a minimum of 2 hours	£75	£90
Arranging Works Management and instruction of contractor works, charge may be applied	10%	12%
Formulating Deposit Adjudication Claim - Comprehensive Management Service	£0	£0
Formulating Deposit Adjudication Claim - Standard Lettings Service	£0	£0
Deposit Retention Fee Post termination	£0	£0
Deposit Transfer Fee to New Deposit Protection Scheme	£50	£60
Bank Transfer - When Same Day Payment Is Requested, UK accounts The charge for a same day transfers to overseas accounts will be £30 (£36 Inc VAT)	£20	£24
HMRC Return for withheld tax (per quarter)	£0	£0
Year End Statement Reconciliation	£0	£0
Legal Proceedings When our staff are required to attend court or arbitration hearings. Cost per hour and subject to a minimum 2 hours	£250	£300
Sale of Property Based on sale price agreed	1%	1.2%
Licence Applications Excludes cost of licence, any works and any risk assessment or other documentation required to grant the licence	£395	£475

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 and Legal 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 are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our Standard and Short Let services are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service, 20.4% (Inc. VAT) is payable in advance based on the agreed term with the remaining 7.2% (Inc. VAT) 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 Business for further information.

Garrington Asset Management | Registered in England & Wales No: 08825438 Registered office: Milton Hall, Ely Road, Milton, Cambridge, CB24 6WZ

