

# NEWBURY - OUR SERVICES AND FEES

## THREE LEVELS OF RESIDENTIAL LETTING SERVICE

<b>LETTINGS ONLY SERVICE</b> – fees payable in advance	72% inc VAT of the first month's rent
Preparation of our standard Tenancy Agreement	Free of charge
Plus an independent inventory/schedule of condition	Cost according to property size
<b>LETTINGS &amp; RENT COLLECTION</b> – fees taken in instalments as the rent is payable	8.4% inc VAT of the rent
Preparation of our standard Tenancy Agreement	£300 inc VAT
Plus an independent inventory/schedule of condition	Cost according to property size
<b>LETTING, RENT COLLECTION &amp; MANAGEMENT SERVICE</b> – fees taken in instalments as the rent is payable	12% inc VAT of the rent
Preparation of our standard Tenancy Agreement	£300 inc VAT
Plus an independent inventory/schedule of condition	Cost according to property size

## TENANT REFERENCING

The fee for obtaining references on prospective tenants and guarantors will be £120 inc VAT. This fee includes checking the passport and visa (if applicable) of any prospective tenant, to comply with the Immigration Act 2014. The fee for obtaining references on guarantors will be £50 inc VAT.

## TENANCY DOCUMENTATION

Preparation of our standard documentation for a fixed term renewal, periodic or a rent review including serving a Section 13 Notice (where applicable) £180 inc VAT, applicable for all services.

## DEPOSIT REGISTRATION

Carter Jonas LLP is able to register the Tenants deposit with the Tenancy Deposit Scheme for a fee of £50 inc VAT paid annually in advance.

Our services include	Letting only	Letting & rent collection	Letting, rent collection & management
Advice on pre-letting prospects and market rent	●	●	●
Advice on statutory duties	●	●	●
Arranging an EPC (Energy Performance Certificate)*	●	●	●
Producing property details, marketing and advertising	●	●	●
Conducting viewings & negotiating offers and terms	●	●	●
Applying for references and Right to Rent check*	●	●	●
Preparation of documentation*	●	●	●
Membership of Tenancy Deposit Scheme*		●	●
Inventory preparation, check in and check out*			●
Arrangements for electric and gas safety records*			●
Cleaning arrangements* & transferring of utilities			●
Dealing with ongoing receipt of rent		●	●
Payment of invoices			●
Submitting a statement of account to the Landlord		●	●
Attending to day-to-day maintenance including minor repairs			●
Carrying out property visits			●
Preparing and serving notices*	●	●	●
Negotiating and arranging the deposit return			●

\*Depending on your particular requirements, other fees may apply and more information on these fees is given in our terms of business. Please ask the lettings team for a copy.

Carter Jonas is proud to be a member of The Association of Residential Lettings Agents (ARLA Propertymark). ARLA Propertymark is the UK's foremost professional body for letting agents: [arla.co.uk](http://arla.co.uk)

Carter Jonas is regulated by RICS which funds a client money protection scheme. Clients who entrust money to firms regulated by RICS are protected in the unlikely event that the money is mishandled: [rics.org.uk](http://rics.org.uk)

Carter Jonas is a member of The Property Ombudsman redress scheme. We are proud of the service we provide to our clients, but should you wish to contact the ombudsman: [tpos.co.uk](http://tpos.co.uk)

