

## Service Package Fees

### Letting

A fee of 12% including VAT (10% + VAT) of the total rent payable for the entire length of the tenancy as stated in the tenancy agreement, payable at the commencement of the tenancy.\*

### Letting & Rent Collection

A fee of 12% including VAT (10% + VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement\* including any extensions or continuations.

### Letting & Management

A fee of 18% including VAT (15% + VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement\* and for any extensions or continuations. Please note that we DO NOT charge extra for arranging maintenance jobs, and we DO NOT add a fee to our contractors' invoices.

All fees are subject to VAT at the current rate

\*Please see Terms & Conditions Ref. LET 108 prior to us taking your instruction

**"Proctors offer three different service packages; from finding a new tenant to full property management, we can help."**

## SET-UP & ADDITIONAL CHARGES Including VAT

### Tenant Referencing + Right to Rent Checks

Initial Let – to include tenant/occupier Right to Rent checks - Per Tenant £60.00 inc.VAT  
Subsequent Reference if required - Per Tenant £60.00 inc.VAT  
Subsequent Right to Rent re-checks if required - Per Tenant £60.00 inc.VAT

### Tenancy Agreement (All)

Initial Let & subsequent renewals/new fixed terms **£180.00**

### Tenant Deposit Protection

Deposit protection and administration at commencement and end of tenancy and Deposit Arbitration Submission **£120.00**

### Serving Notices

**£120.00**

### Continuations/Periodic

To confirm continuations/statutory periodic basis **£60.00**

### In Agreement Admin Fee

(e.g. alterations/renegotiations/early terminations and change of tenant) **£120.00**

### Renewal

To issue a further fixed term tenancy agreement charged to the equivalent of one week's rent  
Renewal – Example £ \_\_\_\_\_ £ \_\_\_\_\_

### WHERE TO FIND US

285-287 Wickham Rd, Croydon  
CR0 8TJ

020 8777 2121

Chat to Proctors Homes on:



### TENANT REFERENCING

We undertake stringent referencing to determine a tenant's suitability, to include credit check, employers and previous landlord references where appropriate. References are carried out by an independent company to ensure impartiality.

### DEPOSITS

We take five weeks rent (rent under £50,000 per year) or 6 weeks rent (rent in excess of £50,000 per year). All deposits are passed to one of the government's Tenancy Deposit Protection Schemes.

### IN-HOUSE MANAGEMENT

All lettings matters are dealt with in branch; we do not have a central call centre. Our teams are the first and last point of contact for all queries. Management, accounts/rent collection, legal matters and renewals are all arranged by our experienced and fully trained professional team.

We provide client money protection insurance via

**propertymark**

## Landlord Fees Shirley Office

### Local Authority/Council Private Landlord Licencing (Managed Properties only)

Additional Property Inspection

£60.00 including VAT

### Non Resident Landlords

If the Landlord is not resident in the UK and we have to retain tax from rental income, we will charge an administration fee of £60.00 including VAT each quarter for tax retention and completion of the documentation required by the Centre for Non Residents.

### Mid Term Inspection

Obligatory for managed properties – professional independent mid-term inspection (annual for statutory periodic tenancy)

£72.00 including VAT

## DISBURSEMENTS

The following services are in addition to the above and form the subject of an additional charge.

### Energy Performance Certificate (EPC)

We can arrange for an assessor to carry out an EPC. Obligatory for all rental property.

£80.00 No VAT payable

### Gas Safety Certificate

Landlords' Gas Safety Checks are obligatory for all rental properties. We can arrange for a gas safe engineer to carry out a check for you. Installation of Smoke Alarms/Carbon Monoxide Detector. Obligatory for all rental properties.

Scale of Fees available on request

### Management of Void Periods

Scale of Fees available on request

### Check In and Out, Inventory and Schedule of Condition:

Scale of Fees available upon request. Preparation of an inventory and Schedule of Condition on behalf of the Landlord by an inventory clerk. Charges will depend on the size and style of the Premises. Estimates will be given upon request. The cost of the preparation of the Inventory is borne by the Landlord – Obligatory for Managed Properties

### Electrical Installation Condition Report (EICR)

Obligatory for all rental properties. We can arrange for an inspection to be undertaken for you.

Scale of Fees available upon request.

### Cleaning

We can arrange for this service.

Scale of Fees available upon request.



### REFERRAL FEES

When employing Referencing Companies we receive rebates against their charges if Tenants or Landlords take out products with them. For further info visit our website

[www.proctors.london](http://www.proctors.london)

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