

NEWBURY - OUR SERVICES AND FEES

THREE LEVELS OF RESIDENTIAL LETTING SERVICE

Lettings Only Service 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
Lettings & Rent Collection 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
Letting, Rent Collection & Management Service 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 both a fixed term renewal and periodic tenancy is **£180 inc VAT**, applicable for all services.

DEPOSIT REGISTRATION

Carter Jonas LLP are 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



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



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

Carter Jonas