

SUMMARY OF OUR STANDARD FEES FOR LETTINGS

Landlords	
Service Type (all subject to a minimum fee of £750 inclusive of VAT) – Please see our Terms of Business for the full breakdown	
Introduction Only	12% inclusive of VAT (10% + VAT) of rent due for the term of the initial tenancy agreement and any extension (paid in advance)
Rent Demand	15% inclusive of VAT (12.5% + VAT) of all rent due from the tenant(s) for the original term of the tenancy and any extension (deducted as the rent is collected i.e., monthly)
Fully Managed Service	18% inclusive of VAT (15% + VAT) of monthly rent (deducted as the rent is collected i.e., monthly) Please note that we also expect you to fund a reserve fund of not less than £250 (this increases to £500 for an overseas Landlord) per property for any emergency repairs.
Administration Fees (Landlord)	
Administration fee - Tenancy Agreement	£210.00 inclusive of VAT
Renewal administration fees – Tenancy Agreement	£150.00 inclusive of VAT
Tenant Referencing	£60.00 Inc. of VAT per Tenant
Tenancy Deposit Scheme Where we hold the deposit	£72.00 inclusive of VAT per tenancy in advance
Right to Rent Checks	£12.00 inclusive of VAT per person
Abortive fees (if an offer is agreed by you, you instruct us to proceed with formalities and then you withdraw)	£240.00 inclusive of VAT Other costs incurred by us may also be charged
Tasks outside our TFO, TM or PM services	
Works upon insurer's instruction	12% inclusive of VAT of the total value of works
Tenants	
TENANT FEES SCHEDULE - NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1 JUNE 2019	
Holding Deposit (per tenancy)	One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
Security Deposit (per tenancy. Rent under £50,000 per year)	Five weeks' rent. - This covers damages or defaults on the part of the tenant during the tenancy.
Security Deposit (per tenancy. Rent of £50,000 or over per year)	Six weeks' rent. - This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid Rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
Lost Key (s) or other Security Device (s)	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, and new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (Inc. VAT) for the time taken replacing lost key(s) or other security device(s).
Variation of Contract (Tenant's Request)	£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Change of Sharer (Tenant's Request)	£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
Early Termination (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Seymours, Godalming are members of the Tenancy Deposit Scheme (TDS), The Property Ombudsman (TPO) which is approved by Trading Standards (TSI) and ARLA|PropertyMark. We are also members of the National Federation of Property Professionals (NFoPP) Client Money Protection Scheme. (V28-05)

