



SUMMARY OF OUR STANDARD FEES FOR PROPERTY MANAGEMENT, LETTINGS, SALES AND ACQUISITIONS

Landlords	
Service Type (minimum fee £390 per service selected)	
Tenant Find Only (TFO)	<ul style="list-style-type: none"> 7% of gross rent
Property Management (PM) Service	<ul style="list-style-type: none"> 7% of gross rent (9.6% if a licensable HMO) 12% full PM services (Including Lettings)
Administration Fees	
Administration Fees	£140 (share of cost of considering tenants' applications, references and preparation of the tenancy agreement)
Renewal Administration fees	4.5% of new gross rent when tenancy renewed.
<u>Tenancy Deposit Scheme</u>	
Where we hold the deposit	
<ul style="list-style-type: none"> TM & PM services TFO 	<ul style="list-style-type: none"> £20 £50 per annum in advance and £350 at end of tenancy
Where only PM services, Initial Set Up Fee	£90.00
Abortive fees (if an offer is agreed by you, you instruct us to proceed with formalities and then you withdraw)	<ul style="list-style-type: none"> 40% of TFO or PM fees or £390 (which ever greater) Other costs incurred by us may also be charged
Other Services (where PM not chosen)	
Vacant Property:	
<ul style="list-style-type: none"> Management Visit 	<ul style="list-style-type: none"> £60 (upon signing or, if later, when property becomes vacant) per part month £60 per visit
Gas, Fixed Wiring and PAT	£60 for each order (plus contractor charge)
Debtor Management Service	<ul style="list-style-type: none"> £90 per hour (minimum one hour, then charged in units of 30 mins at £25 and is chargeable for all travel time) Disbursements for travel charged at cost (with mileage at 54p per mile)
Tasks outside our TFO or PM services	
Renewal/replacement of contents/fixtures/fittings	£75 / 12% of cost (Whichever is greater)
Works upon insurer's instruction	12% of the total value of works
HMO Application (where PM not chosen)	
<ul style="list-style-type: none"> Initial application Renewal of tenancy 	<ul style="list-style-type: none"> £300 £100 (plus any fees charged to Local Authority)
Key cutting	£60 (to arrange key cutting)
All other tasks	£70 per hr otherwise stated (for tasks outside our normal services, for example: debt collecting; court appearances, fair rent assessment)
Refurbishments	12% of the cost of works <ul style="list-style-type: none"> Minimum fee payable at instruction: £55 Fee for a property visit if instructions then cancelled: £110
Tenants	
Tenancy Agreement Renewal	£75 (where a re-issue is required due to tenant providing inaccurate information)
Early termination (where agreed with the landlord)	<ul style="list-style-type: none"> 3 weeks' rent (these are our fees for acting for you to find a new tenant: you can make your own marketing arrangements); £160 towards the landlord's administration costs of setting up a new tenancy; £20 towards the landlord's administration costs of registering the deposit with the DPS (Deposit Protection Scheme) should the landlord be registered with this scheme
Administration fee for mid-tenancy swap of tenant	Up to a maximum of £50 for amendment of the tenancy agreement.
Administration fee to refund payments	£35 (where a tenant fails to cancel their standing order or direct debit and pays rent not due after the end of the tenancy)
Acquisition and Procurement	1% of purchase price
Sales	2% of sell price

Haven property Consultants Ltd is a member of the Deposit Protection Service – an approved scheme. Haven Property Consultants Ltd is proud to be a member of The Property Redress Scheme and a proud member of ARLA PropertyMark . Haven Property Consultants Ltd is not registered for VAT hence all the charges above do not include VAT and VAT will not be charged on top.

This document is intended as a summary of our standard fees and charges. We are happy to discuss varying our fees and charges based on your circumstances. Any variation must be agreed in writing – all oral discussions are subject to contract. (9 July 2019)