



Landlord Fees and Charges

www.colonia.co.uk

Independent Redress Scheme



Tenant Find Fee : £180 inc. VAT

- To advertise property across relevant portals at market rent and under conditions agreed with the landlord
- To advise on compliance and statutory regulations as applicable
- Carry out accompanied viewings as appropriate
- Erect a board at the property
- Collect and process the initial months rent
- Arrange payment method of rent for the Tenant

Rent Processing: 4.8% inc. VAT(min £12.00 inc. VAT)

- Provide payment details to Tenant
- Process all incoming rent payments and remit to specified bank account
- Provide rent statements
- Deduct payments for services and other expenses
- Pursue non-payment of rent and advise on arrears actions

Full Management: 9.6% inc. VAT (min £36.00 inc. VAT)

- **Includes Rent Processing Service as above**
- Key holding as appropriate
- Arrange routine repairs with approved contractors
- Emergency out of hours repairs with approved contractors
- Production of Tenancy Agreement
- Registering of deposit with DPS
- Check In (if a Schedule of Condition is purchased at additional cost)
- Advise utility suppliers of changes
- Interim Visits (at least once per Tenancy term)



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Additional Services for Landlords (all inc. VAT)

- **Renewal/New Tenancy Fee (Landlord's share)** **£90.00**
Negotiation of terms, updating and production of Tenancy Agreement with supporting documents
- **Deposit Administration (non-managed only)** **£30.00**
Register deposit with DPS, providing tenant's details and arranging bank transfer of funds
- **Schedule of Condition** **£120.00**
Arrange a professional, independent inventory to be carried out at the property and supply report
- **Check In (non-managed only)** **£66.00**
Arrange a professional, independent inventory clerk to carry out a check in with a Schedule of Condition and supply report
- **Interim Visits (non-managed only or additional visits)** **£48.00**
Arrange a professional, independent inventory clerk to visit the property and supply report
- **Arrangement Fee For Works Over £500** **10% of net cost**
Arrange access for contractors/insurers, compiling quotes as appropriate, ensuring works are carried out to specification
- **Non-Resident Tax Submissions** **£60.00**
To remit the quarterly financial return to HMRC
- **Payments by Credit Card** **3% of gross payment**



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All Fees and Charges inc. VAT

- **New/Additional Application Charge (per person)** **£198.00**
Referencing including identity, credit checks, references from employers, landlords, gathering and assessment of other financial data. Negotiating and arranging terms of the Tenancy and production of Tenancy Agreement and supporting documents
- **Application Charge (per couple)** **£320.00**
Referencing including identity, credit checks, references from employers, landlords, gathering and assessment of other financial data. Negotiating and arranging terms of the Tenancy and production of Tenancy Agreement and supporting documents
- **Guarantor Application Charge** **£90.00**
Referencing including identity and credit checks, references from employers, gathering and assessment of other financial data. Preparing Deed of Guarantee.
- **Renewal Tenancy Fee (Tenant's share)** **£90.00**
Negotiation of terms, updating and production of Tenancy Agreement with supporting documents
- **Check Out** **£66.00**
Arrange a professional, independent inventory clerk to check out at the end of Tenancy and supply report.
- **Unpaid or Returned Rent (per occurrence)** **£30.00**
- **Future Landlord or Agent Reference** **£18.00**
Collating of information and providing a written response
- **Out of Hours Call Outs (minimum charge & per successive hour)** **£42.00**
Where the actions of the tenant result in the Agent attending the property to remedy the situation. Where contractors are required costs incurred will also be charged
- **Payments by Credit Card** **3% of gross payment**

Client monies are held in Client Accounts – not insured