



LANDLORDS' GUIDE TO SERVICES AND CHARGES

We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask your private realtor.

TENANCY PROTECTION

City Prime Properties is a member of a redress scheme provided by The Property Ombudsman and ARLA Propertymark.

FEES

Description of Fee	Excluding VAT	Including VAT
Comprehensive Management Service Including Standard Lettings Service. Subject to a minimum fee of one month's rent plus VAT and a minimum monthly Management fee of £60 (£72 inc VAT)	16% *	19.2% *
Standard Letting Service Subject to a minimum fee of one month's rent plus VAT	11% *	13.2% *
Managed Only Service Subject to a setup fee of £350 (£420 Inc VAT) and a minimum monthly Management fee of £60 (£72 inc VAT)	5%	6%
Short Let Service Subject to a minimum fee of one week's rent plus VAT. Short Let Tenancy Setup Fee £150 (£180 Inc VAT)	25% *	30% *
Tenancy Setup Fee Drafting and execution of tenancy agreement if supplied by us, (drafting supplementary clauses may incur a £50 (£60 Inc VAT) charge) collecting and holding the Security Deposit, registering and issuing deposit protection certificate, Initial Right to Rent check, Open Banking based reference of the Tenants	£350	£420 *
Non Resident Landlord Fee with approval number	£60	£72
Renewal Negotiations and Preparation of Memorandum of Renewal Negotiations of renewal price, Drafting and execution of document if supplied by us and registering and issuing deposit registration certificate. Where a Memorandum of Renewal is not suitable the Tenancy Agreement Setup fee will apply £250 (£300 Inc VAT)	£150 *	£180 *
Right to Rent Re-Checks	£100	£120
Breach of Sole Agency & Withdrawal from Proposed Tenancy	Half of initial period fee, plus VAT	
Change of Sharer Deed of Assignment Where a Deed of Assignment is not suitable the Tenancy Agreement Setup fee will apply £250 (£300 Inc VAT)	£100	£120
Serving of Notices: Section 21	£100	£120
Additional Property Visit	£150	£180
Arranging works beyond routine maintenance and repair Management and instruction of contractor works, charge may be applied to Invoice value of over £1200 Inc VAT. Charge applies to work relating to HMO Licencing requirements.	10%	12%
Year End Statement Reconciliation	£100	£120
Legal Proceedings When our staff are required to attend court or arbitration hearings. Cost per hour and subject to a minimum 2 hours	£150	£180
Sale of Property Based on the sale price agreed. See your Terms of Engagement for more detail	2%	2.4%
Gas Safety Certificate	£90	£168
Energy Performance Certificate (EPC)	£85	£102
Electrical Installation Report EICR Prices dependent on property size	£200 - £250 + VAT	
Inventory and Check in Prices dependent on property size	£140 - £200 + VAT	

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DURING THE TENANCY (payable to Pinebrook Estates)

Payment of interest for the late payment of rent at a rate of 4% above the Bank of England base rate

Payment for the incurred costs for the loss of keys/security devices

Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy

BEFORE THE TENANCY STARTS (payable to PINEBROOK ESTATES)

HOLDING DEPOSIT:

One week's rent (a draft copy the Tenancy Agreement will be e-mailed for your records prior to making this payment.

Our Guide for Landlords outlines your responsibilities, these include but are not limited to the provision and preparation of: An Energy Performance Certificate, Inventory, Inventory Check In/Out, Professional Cleaning, Insurance: such as Rent and Legal Protection, Buildings and Contents, Safety checks and Certification, if you prefer not to make these arrangements yourself, please contact your local office for assistance.

*PLEASE NOTE: Fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our Standard and Short Let services are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service, 19.2% (Inc. VAT) is payable in advance based on the agreed term with the remaining 6% (Inc. VAT) payable in accordance with the frequency with which Rent is due and on the total rent payable under the terms of the tenancy. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our Terms of Engagement for further information.

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