

Rev 05.19

## SCHEDULE OF FEES & CHARGES: LANDLORDS

Saffron is an NAEA / Propertymark licenced member no M0031187 [www.propertymark.co.uk](http://www.propertymark.co.uk)

Client Money Protection (CMP) provided by NAEA / Propertymark

Independent Redress provided by: The Property Ombudsman, member no D02623

Level of Service Offered:

**Let Only Service:** (12% inc vat) **10% x tenancy rent (plus vat)**

Includes:

- Advise on rent obtainable
- Advertising and marketing through our website, major property portals, relocation agent and tenant database
- Prepare tenancy documentation
- Collect and remit first month's rent in advance, collect and protect the tenancy deposit under our membership of The Tenancy Deposit Scheme (or remit deposit to Landlord's scheme)

**Let and Full Management Service:** (18% inc vat) **15% x tenancy rent (plus vat)**

Includes:

- Advise on rent obtainable
- Advertising and marketing through our website, major property portals, relocation agent and tenant database
- Prepare tenancy documentation
- Collect and remit first month's rent in advance, collect and protect the tenancy deposit under our membership of The Tenancy Deposit Scheme (or remit deposit to Landlord's scheme)
- Transfer of Council Tax and utility accounts at commencement and termination of tenancy
- Collection of rent during the term and remittance to Landlord's bank account, accounting by quarterly statement
- Pursue any rent arrears and provide advice in the case of action for breach of tenancy
- Arrange routine repairs (under £1000.00) and instruct approved contractors

**Additional non – optional fees and charges**

- **Renewal fees** – fees as stated above for either service will be charged in the case of a tenancy renewal or a statutory periodic tenancy where a tenant holds over beyond the fixed term, pro rata.
- **Preparation & service of tenancy documentation - £90.00 inc vat** – covers the inclusion of any special clauses in the negotiated tenancy agreement, execution of the tenancy and correct service of prescribed documentation relating to the service of the Notice Seeking Possession (S.21 Notice), ie

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energy performance and gas safety certificates, how to rent guide and applicable hmo license under the Deregulation Act 2015.

- **Reference administration charge - £36.00 inc vat per tenant/guarantor** – includes obtaining financial and credit checks, right to rent checks, employer and landlord/agent references.
- **Preparation of inventory and schedule of condition at the start of the tenancy and check out report on termination** - these charges are raised by our appointed inventory provider and will depend on the size of property and level of contents. Please refer to the guide in the Terms of Business. By law these charges cannot be passed to the tenant. A specific quote can be provided on application.
- **Tenancy Deposit registration/protection** - this charge relates to the registration of the Landlord and Tenant details and protection of the security deposit with the Tenancy Deposit Scheme:
  - At start of tenancy - £100.00 inc vat** – provision of Deposit Certificate and Prescribed Information to tenant. It also includes negotiating with the tenant any deductions at the end of the tenancy.
  - On renewal of fixed term tenancy/start of statutory periodic tenancy - £50.00 inc vat** – registration of further term with Tenancy Deposit Scheme.
- **Formal Deposit Dispute - £130.00 inc vat** – preparation of Dispute Response on behalf of Landlord and submission to the Tenancy Deposit Scheme for dispute resolution.
- **Accepting service and payment of ground rent and service charge demands - £40.00 inc vat per tenancy/tenancy renewal** – payment of demands will be made from rental proceeds held on account.
- **Administration/procurement of any required deed of covenant (license to sublet) - £60.00 inc vat**
- **Operation of the Non Resident Landlord Scheme for overseas landlords - £40.00 inc vat per tenancy** – includes registration, tax deduction and accounting to HMRC on a quarterly basis, issuing annual certificate of tax deduction and supplying annual return of gross rental income to HMRC.
- **Inspections during a tenancy - £60.00 inc vat** – this charge will not be raised where we are instructed under the Let and Full Management Service.
- **Empty/Vacant property - £90.00 inc vat per quarter** – provision of management services where property is unlet in excess of one month between tenancies
- **Arrangement of Major Works (in excess of £1000.00) - (12% inc vat) 10% plus vat of value of works** – includes arranging access and assessment of contractor's estimate(s), ensuring work carried out according to specification and retaining any warranty or guarantee.
- **Sale of property to Tenant - (2.4% inc vat) 2% plus vat of sale price** – includes negotiation of sale/purchase terms and instruction of solicitors (a separate agency agreement will cover the instruction in this event)
- **Attendance at Court - (£90.00 inc vat/per hour) £75.00 plus vat/per hour** – covers travel to and from court to provide evidence/assistance to landlord's legal representative in any possession proceedings or action for breach of tenancy.

- **Houses in Multiple Occupation (HMOs) where Saffron provides a management service:**

Mandatory HMOs – application process for license £600.00 inc vat

Additional/Selective HMOs (eg applicable to LB Camden) – application for license £240.00 inc vat

Acting as License Holder of HMO - £100.00 inc vat per quarter

Acting as Manager of licensed HMO - £100.00 inc vat per quarter

**Please refer to *Landlord's Guide to Letting & Management of Residential Properties, Terms of Business, Fees and Expenses*, where the above services and costs are explained in more detail or enquire with a member of staff.**