

SUMMARY OF OUR STANDARD FEES FOR LETTINGS

Landlords		All prices are inclusive of VAT.
Service Type		
Tenant Find Only (TFO)	<ul style="list-style-type: none"> 14.4% of rent due for the term of the initial tenancy agreement 	
Tenancy Management (TM) service	<ul style="list-style-type: none"> 14.4% of all rent due from the tenant(s) for the original term of the tenancy and any extension (annual, in advance and reduced to 13.2% from 3rd renewal) <p>Note: the fees payable continue for tenant(s) we have introduced throughout the entire original period of the Tenancy Agreement and any renewal of it or for its extension by any form of periodic tenancy (this therefore, includes but is not limited to any period when the tenant we have introduced remains in residence and/or liable for rental payments)</p>	
Property Management (PM) service	<ul style="list-style-type: none"> 7.2% of monthly rent (9.6% if a licensable HMO). Please note that we also expect you to fund a reserve fund of not less than £200 per property for any emergency repairs. 	
Administration Fees		
Administration fees	<ul style="list-style-type: none"> TM and PM services TFO 	<ul style="list-style-type: none"> £250 (share of cost of considering tenants' applications, administering pre tenancy arrangements, booking & facilitating of contractor appointments and preparation of the tenancy agreement) £400 (share of cost of considering tenants' applications, administering pre tenancy arrangements, booking & facilitating of contractor appointments and preparation of the tenancy agreement)
Referencing fees	<ul style="list-style-type: none"> TM and PM services TFO 	<ul style="list-style-type: none"> £50 per tenancy £50 per tenant and guarantor
Renewal administration fees		<ul style="list-style-type: none"> £99.96 (when a tenancy is renewed: reduced to £49.98 when the tenancy becomes a periodic tenancy after expiry of the initial term)
<u>Tenancy Deposit Scheme</u> - Where we hold the deposit	<ul style="list-style-type: none"> TM and PM services TFO 	<ul style="list-style-type: none"> £19.98 £50 per annum in advance and £350 at end of tenancy
<u>Eviction Scheme</u>	<ul style="list-style-type: none"> Referencing Fee 	<ul style="list-style-type: none"> £50 per tenant and guarantor if extended at 12 months
<u>£0 Deposit Protection Scheme</u>	<ul style="list-style-type: none"> Standard Fee 	<ul style="list-style-type: none"> £50 per month (Additional £50 fee where the rent is more than £2,500 per month)
Where only PM service, Initial Set Up fee		<ul style="list-style-type: none"> £100
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"> 50% of TFO or TM fees or £390 (whichever 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"> £75 (upon signing or, if later, when property becomes vacant) per part month £75 per visit
Check-In, Inventories, Gas, Fixed Wiring and PAT		£75 for each order (plus contractor charge): gas safety, fixed wiring and portable appliance inspection tests where PM service not chosen and after tenancy commencement
Debtor Management service		<ul style="list-style-type: none"> £105 per hour (minimum of one hour, then charged in units of 15 mins at £27.54 and is chargeable for all travel time) Disbursements for travel charged at cost (with mileage at 54p per mile)
Tasks outside our TFO, TM 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 HMO application 	<ul style="list-style-type: none"> £360 £120 (plus any fees charged to Local Authority)
Key Cutting		£75 (to arrange key cutting)
All other tasks		£90 per hour unless otherwise stated (for tasks outside our normal services, for example: debt collecting; court appearances; fair rent assessment)
Refurbishments		12% of the cost of the works before VAT <ul style="list-style-type: none"> Minimum fee payable at instruction: £75 Fee for a property visit if instructions then cancelled: £120
Tenants		All prices are inclusive of VAT.
Once your offer on a property is agreed, your application is subject to:		
Note: The charges below will not apply in Wales in line with requirements set out by Welsh Government Guidance and Rent Smart Wales.		
Commitment to Rent Agreement		The Tenant will be liable to pay an amount equal to 1 weeks rent in the event that the tenancy fails to progress for due to an event occurring as set out in the Application Form which details the terms of the Commitment to Rent Agreement.
Refundable Holding deposit		A Landlord may require a payment of up to 1 weeks rent, instead of the Commitment to Rent Agreement terms. CEL will not be party to any payment arrangements or terms associated with the payment. Tenants will deal directly with the Landlord on any payment arrangements and should not make payment to any CEL named bank account for these monies. Tenants should ensure they are wholly satisfied that the Refundable Holding Deposit arrangements are in line with current regulations before making any payment.
Fees when you vacate		
Early termination (where agreed with the landlord)		<ul style="list-style-type: none"> The outstanding rent payable to the landlord under the tenancy; Handling fee of £50.00 plus reference fee of £50.00 £19.98 towards the landlord's administration costs of registering the deposit with the TDS (Tenancy Deposit Scheme) should the landlord be registered with this scheme. Landlords associated costs of setting up the new tenancy, inventory and check in fee
Administration fees for tenancy swap		<ul style="list-style-type: none"> £50.00 on each occurrence

Croft Estates London Ltd ('CEL') is a member of the Tenancy Deposit Scheme – an approved scheme. Croft Estates London is proud to be a member of The Property Ombudsman. CEL is a member of the Propertymark Client Money Protection Scheme.

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.