Services	Sole Agency Fees	Multi Agency Fees
Let Only	£999 + VAT (£1198.8 incl. of VAT)	£1299 + VAT (£1558.8 incl. of VAT)
Rent Collection	8% + VAT (9.6% incl. of VAT)	+2%
Fully Managed	10% + VAT (12% incl. of VAT)	+2%
Fully Managed with Rent Guarantee	15% + VAT (18% incl. of VAT)	+2%
HMO Rent Collection	13% + VAT (15.6% incl. of VAT)	+2%
HMO Fully Managed	15% + VAT (18% incl. of VAT)	+2%

Sole agency – Where a Landlord instructs Peepal Estate Agents as their sole agent for the letting's services for the first twelve weeks within Peepal Estate Agents terms and conditions.

Multi agency – Where a Landlord decides to market their property with multiple agency simultaneously.

* If the Landlord is found to be using multi agency after the sole agency agreement has been signed the 2% multi agency fee will automatically be added.

Single Set-up fee: £500 + VAT, equivalent to £600.

- Arranging high level photographs of property for marketing purpose
- Preparing marketing content incl. Energy Performance Certificate (EPC) & Property Brochure (EPC to be provided by the landlord)
- Writing detailed property description for marketing purposes
- Advertising property through comprehensive property portal, Zoopla, Rightmove, Peepal Estate Agents & Facebook
- Providing weekly feedback of property performance & viewing appointments
- Monitor property performance within market and adjusting market appropriately
- Prospective client vetting and unlimited accompanied viewings of property
- Advising landlord on basic enhancement and/or refurbishment of the property
- Negotiation and preparation of Assured Periodic Tenancy (APT) agreement details with tenants

A single set-up fee of £500 + VAT(equivalent to £600 incl. of VAT) is chargeable for the provision of above services, which will be payable upon signing the landlords order form.

Let Only

Includes:

- Advice on refurbishment Provide guidance on compliance with statutory provisions at point of tenancy Erect board outside the property Provide guidance on non-resident tax status and HMRC (if relevant)
- Preparation of the property details including floor plans & professional photos
- Advertising and promoting the property until a Tenant is found
- Accompany prospective Tenants on viewings of the property
- Negotiate offers including the terms of the let Handling initial monies including first month's rent and deposit
- Prepare a Tenancy Agreement and supporting documents
- Provide the Tenant with the Landlord's designated bank account details for future rental payments Organise an Inventory and Check in.

Rent Collection

Everything you'll find in Let Only, plus:

- Collect and remit the monthly rent received
- Robust system driven by state-of-the-art software to highlight any late rents
- Deduct commission and other works
- Arrange payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions
- Offer a full faciliated support and monitoring service, should you decide the property requires major works and/or refurbishment at any time

Fully Managed

Most Popular

Everything you'll find in Rent Collection, plus:

- Provides updates and advise on all new legislative changes and deal with these on your behalf during the tenancy
- Advice all relevant utility providers of changes
- Undertake two visits per annum and provide a Landlord report including photographs where required
- Arranging routine repairs using our approved contractors
- Hold keys throughout the tenancy
- Negotiate deposit returns at the end of the tenancy
- Provide your Tenant with 24-hour emergency out of hours support
- Offer a full faciliated support and monitoring service, should you decide the property requires major works and/or refurbishment at any time

The fees above will be due "For the Life of Tenancy", which means as long as one person forming the tenancy remains in the premises.

Extra Services	Description of the services	Let Only	Rent Collection	Fully Managed
Deposit Administration and Registration	Registering the Tenant's deposit with the DPS in their custodial or insurance backed scheme for the life of the tenancy.	£75 (Incl. VAT)	£0	£0
Referencing Costs	Instruct our referencing partner to carry out the referencing. Obtain references from the proposed tenants from employers and previous landlords as well as credit check through an independent company.	£75 (Incl. VAT) Per Adult	£75 (Incl. VAT) Per Adult	£75 (Incl. VAT) Per Adult
Property Visits	Visit the property during a tenancy and provide a Landlord report including photographs where required.	£100 (Incl. VAT)	£100 (Incl. VAT)	£0 for up to 2 vist per annum
Deposit Negotiations	Negotiating the deposit return at the end of the tenancy.	£180 (Incl. VAT)	£180 (Incl. VAT)	£0
Deposit Dispute Fee	Submit documentation in order to support a claim against the deposit to the DPS for their adjudication service.	£180 (Incl. VAT)	£180 (Incl. VAT)	£180 (Incl. VAT)
Rent Guarantee & Legal Protection Service	Your interest added to our Rent and Legal Protection insurance policy.	Not Available	13.2% (Incl. VAT) of the monthly rent	15.6% (Incl. VAT) of the monthly rent
Inventory Fee and Check-in	Instruct an independent clerk to prepare an inventory and schedule of condition report.	From £180 incl. VAT	From £180 incl. VAT	From £180 incl. VAT
Check Out Fee	Instruct an independent clerk to conduct a check out using the inventory and schedule of condition report.	From £144 (Incl. VAT)	From £144 (Incl. VAT)	From £144 (Incl. VAT)
Major/Refurbishment Works fee (works over £1000)	Agree a schedule of works and instruct two chosen contractors to quote for these works. Ensure that the quotes cover the schedule of works and negotiate an acceptable position. Monitor the works throughout the project and provide feedback on progress. Inspect works on completion and report to client before releasing agreed payment.	10% (Incl. VAT) of net cost of works	10% (Incl. VAT) of net cost of works	10% (Incl. VAT) of net cost of works
Sales Commission	If a Tenant or any associated person introduced by us proceeds to purchase the Property, we will charge a sales commission of the agreed sale price, upon completion. This fee will include the services of our sales progression department.	1.5% (Incl. VAT)	1.5% (Incl. VAT)	1.5% (Incl. VAT)
Temination Fee	In the event that you terminate the Rent Collection or Full Management service during a tenancy. This fee would also apply if you sell the property with the Tenant in residence.	Not Applicable	Admin Fee £360 (Incl. VAT) plus 1 month Rent	Admin Fee £360 (Incl. VAT) plus 1 month Rent
Tenancy Abortive Fee	Where the referencing process has commenced for any applicant following the Landlord's acceptance of an offer, and the Landlord subsequently withdraws their instructions, this fee shall apply to cover the Agent's administrative costs incurred.	£360 (Incl. VAT)	£360 (Incl. VAT)	£360 (Incl. VAT)

- Landlords will be provided with detailed statements showing them ALL deductions of fees or charges.
- The Agent may from time to time, recommend or instruct third-party contractors on behalf of the Landlord in relation to property management and maintenance services, and may receive a referral commission equivalent up to 10% of the contractor's invoiced amount, payable by the contractors. The Landlord is under no obligaion to use recommended contractor and may appoint their own suitably qualified and isured contractor.
- All client monies held by the Agent will be kept in a client account and no interest is payable.
- The Agent reserves the right to vary the quoted fee rates during the course of a tenancy by giving the Landlord 30 days written notice of the intention.
- If the Agent's fees and expenses cannot be deducted from the rent they will issue a payment request to that Landlord payable as cleared funds within 7 days of issue.

( ) = **Optional service in addition to a specific service level subject to the following charges** *(See list below)*

Services	Prices
Arranging key cutting	**£15 incl. VAT**
Non Resident Landlord's - Remitting tax payments to HMRC and for processing a Non-Resident Landlord Return	**£18incl.** VAT
Early termination fee for when a property is sold where there is a tenant still in situ.	**Admin £360 incl. VAT + 1 MONTH RENT**
Serving of a Section 13 to increase the rent	**£120 incl.VAT**

Extra services for Let Only / Rent Collection Only Management

Periodic checking of property during the tenancy period	**£60 incl.VAT**
Arranging safety checks of gas and electrical installations	**£36 incl.VAT**
Arranging of inventories and schedules of condition	**£36 incl.VAT**
Transferring council tax and utility accounts to new tenants' names	**£36 incl.VAT**
For arranging further cleaning prior to the let	**£36 incl.VAT**
For arranging the fitting of any Smoke Alarms/ C02 detectors	**£24 incl.VAT**
Checking tenants out against inventories and schedules of condition	**£120 incl.VAT**