

# TERRA COTTA – LANDLORD LETTINGS FEES EXPLAINED

## RENT COLLECTION SERVICE

### TERRA COTTA COMMISSION :

#### **SOLE AGENCY**

10% + VAT  
(12% including VAT)

#### **MULTI AGENCY**

12.5% + VAT  
(15% including VAT)

### OTHER FEES (ALL LANDLORDS) :

ADMINISTRATION/TENANCY AGREEMENT FEE £150 + VAT = £180  
(to include agreeing terms, amendments & preparing the Tenancy Agreement)

REGISTRATION OF DEPOSIT TO DEPOSIT SCHEME £85 + VAT = £102  
(No charge if Landlord Registers Deposit)

ADMINISTRATION FEE EACH TIME TENANCY IS RENEWED £100 + VAT = £120

### OTHER POSSIBLE UPFRONT COSTS TO CONSIDER :

EPC / GAS SAFETY CERTIFICATE / ELECTRICAL TESTING / PROFESSIONAL INVENTORY /  
CLEANING / CARPET CLEANING / – **DETAILS ON REQUEST**

### ANY OTHER FEES ?

IF THE TENANT PURCHASES THE PROPERTY 1.25% + VAT = 1.5%  
of the final sale price, including any fixtures & fittings) **LESS** any **COMMISSION** already  
charged by Terra Cotta during the tenancy

LATE PAYMENT FEES £50 + VAT = £60

If any commission due from the Landlord to Terra Cotta is outstanding more than 1  
week after the due date, (or invoice issue date, whichever is the later), increasing by an  
additional £50 + VAT = £60 per week overdue

**TERRA COTTA ARE MEMBERS OF A CLIENT MONEY PROTECTION SCHEME**

**TERRA COTTA ARE MEMBERS OF THE PROPERTY OMBUDSMAN (A REDRESS SCHEME)**