

TERRA COTTA – LANDLORD LETTINGS FEES EXPLAINED

FULL MANAGEMENT SERVICE – AFTER TENANT FEE BAN

TERRA COTTA COMMISSION (TO INTRODUCE A TENANT & FULLY MANAGE THE PROPERTY THEREAFTER) :

SOLE AGENCY

12% + VAT
(14.4% including VAT)

MULTI AGENCY

15% + VAT
(18% 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 £150 + VAT = £180

REFERENCING (PER TENANT & GUARANTOR) £60 + VAT = £72

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) plus interest at
base rate plus 8% for any invoices outstanding for 30 days or more

ADMINISTRATION FEE EACH TIME THE TENANCY IS AMENDED £100 + VAT = £120
& AN ADDENDUM PREPARED (Only charged if the Landlord requests the amendment)

CHARGE TO TRANSFER DEPOSIT TO LANDLORD £30 + VAT = £36
(if Landlord registering deposit)

ADDITIONAL PROPERTY VISITS/INSPECTIONS (ON REQUEST) FROM £80 + VAT = £96

(Available on demand if more than the standard number of visits included within the
Full Management Service are required)

ANY SINGLE MAINTENANCE ITEM EXCEEDING £500 10% OF TOTAL COST
payable immediately upon completion of works for arranging any individual item
where the costs of that one item exceeds £500 (e.g. new bathroom or kitchen where
additional time is required to arrange)

ALL TENANTS DEPOSITS ARE HELD AT THE DPS

TERRA COTTA ARE MEMBERS OF A CLIENT MONEY PROTECTION SCHEME

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