

# **TERRA COTTA – LANDLORD LETTINGS FEES EXPLAINED**

## **INTRODUCTION ONLY SERVICE – (AFTER TENANT FEE BAN)**

### **TERRA COTTA COMMISSION :**

#### **SOLE AGENCY**

8% + VAT  
(9.6% including VAT)

#### **MULTI AGENCY**

10% + VAT  
(12% 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)

**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)**