

# **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) :**

12% + VAT  
(14.4% including VAT)

### **OTHER FEES (ALL LANDLORDS) :**

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|------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. ADMINISTRATION/TENANCY AGREEMENT FEE<br>(to include agreeing terms, amendments & preparing the Tenancy Agreement)         | £150 + VAT = <b>£180</b> |
| 2. REFERENCING (PER TENANT & GUARANTOR)                                                                                      | £60 + VAT = <b>£72</b>   |
| 3. REGISTRATION OF DEPOSIT TO DEPOSIT SCHEME<br>(no charge if Landlord Registers Deposit)                                    | £85 + VAT = <b>£102</b>  |
| 4. RENT REVIEW FEE (REVIEWED ANNUALLY)<br>(to include serving section 13 notice if required; no charge if notice not served) | £100 + VAT = <b>£120</b> |
| 5. FEE TO PROVIDE EVIDENCE TO TRIBUNAL IF RENT INCREASE IS DISPUTED                                                          | £100 + VAT = <b>£120</b> |

### **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 **INTRODUCTION COMMISSION** already charged by Terra Cotta during the tenancy (the management aspect of the total agreed commission is 4% + VAT & not refundable, but all other commission paid to date is deductible from 1.25% + VAT).

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 £1000 **10% OF TOTAL COST**  
payable immediately upon completion of works for arranging any individual item where the costs of that one item exceeds £1000  
(e.g. new bathroom or kitchen where additional time is required to arrange)

CHARGE TO SERVE NOTICE ON TENANT From £350 + VAT = **£420**  
(notice prepared by Landlord Action)

**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)**