



Smart Properties Letting & Management Fees

Description	Fee
(All fees are a percentage of the gross rental income for the term of the tenancy contract agreed)	(All fees below are inclusive flat fees)
Standard Letting Service (Tenant Introduction Service) (12 weeks sole agency instruction)	6.5 % Flat Fee
Letting and Rent Collection Services (Tenant Introduction & Rent Collection Services) (Min 12 months instruction)	8.5 % Flat Fee
Management Service (Comprehensive Management Services) (Min 12 months instruction)	12 % Flat Fee
Continuation Period (Continuation of Management Services after initial instruction period has ended)	12 % Flat Fee
Renewal Commission (Payable where any or all tenants remain in occupation after the agency instruction has not been renewed)	5 % Flat Fee
HMO Management (Payable per month per tenancy)	£70.00 Flat Fee
Contractual Amendments (Reissuing amended contract or issuing a new contract. This does not include any tenant referencing, just tenancy administration)	£400.00 Flat Fee
Full Check Referencing Service (Suitable for tenants and guarantors and ensures that all the necessary information is obtained to make an informed decision) (per adult)	£55.00 Flat Fee
Vacant Property Management Fee (Payable during the whole time we provide a vacant management service. Subject to minimum monthly fee)	£85.00 Flat Fee
Vacant Property Inspection (To carry out an inspection of a vacant property for security insurance purposes) (Per Visit)	£65.00 Flat Fee



Withdrawal from Agreed Offer (Subject to minimum fee)	£600.00 Flat Fee
Abortive Marketing Fee (If you withdraw the letting instructions after we have started to market the property) (Subject to minimum fee)	£400.00 Flat Fee
Right to Rent checks (per adult) **	£30.00 Flat Fee
Deposit Registration (per tenancy) **	£40.00 Flat Fee
Transferring Deposit to Landlord or other Agent During Tenancy	£120.00 Flat Fee
Serving a Section 21 Notice	£50.00 Flat Fee
Attending Court (per hour)	£120.00 Flat Fee
Making a Payment Outside the UK	£30.00 Flat Fee
Change in Ownership Set-Up) (Per property based on the work involved)	£120.00-£400.00 Flat Fee
Quarterly Submission of Non-Resident Landlords Fees to HMRC (Non-resident landlord fee)	£30.00 Flat Fee
Selective and Houses in Multiple Occupation Licencing (A fee will be charged to apply to the Local Authority to obtain a selective license / HMO license to enable you to legally let the property if it falls in an area where Selective Licencing is active, or it is a licensable HMO property. This excludes cost of the licence and any risk assessment or other documentation required to grant the licence.	£250.00 Flat Fee
Annual Tax Report **	£40.00 Flat Fee