

## RESIDENTIAL LETTINGS - SUMMARY OF SERVICES AND CHARGES



Ruck & Ruck are members of ARLA Propertymark and the Property Ombudsman Scheme



### 1.00 LETTING AND RENT COLLECTION

<b>Letting, Rent Collection and Renewal Service</b>	10% of the rent plus VAT (12% inc VAT)
<b>Letting and Rent Collection – Short Let</b> (Less than 6 months)	15% plus VAT (18% inc VAT)
<b>Minimum Fee Letting and Rent Collection</b>	£900 inc VAT

### 2.00 LETTING, RENT COLLECTION AND MANAGEMENT

<b>Letting and Management Service</b>	16% plus VAT (19.2% inc VAT)
<b>Management Service only</b> (Handover £600)	6% plus VAT (7.2% inc VAT)
<b>Letting and Management Service – Short Let</b> (Less than 6 months)	25% plus VAT (30% inc VAT)
<b>Minimum Fee Letting and Management</b>	£1200 inc VAT

Where properties are divided into two or more units let at market rental and the Landlord also requires the common parts managed, there is an additional fee of £180 per annum (including VAT) for each unit (this fee does not include exterior repairs).

Major repairs and refurbishments excluded under this heading.

### 3.00 TENANCY AGREEMENTS

Assured Shorthold, Non Housing Act and Short Let	£300.00 inc VAT
Renewal Memorandum Document	£90.00 inc VAT

### 4.00 SALE OF PROPERTY

Should the property be sold, with the Tenancy continuing to a Tenant, the Client will remain liable for Ruck & Ruck letting fees for the continuance of the Tenancy, even though the Landlord will not be receiving rent. Clients are advised this commitment is passed to the Purchaser in the agreed Terms of Sale.

## 5.00 ADDITIONAL SERVICES Please refer to our Terms of Business for full details

Where an Additional Service involves arranging for a third party service or product, the cost of the service or product will be in addition to the costs below. All services are inclusive of VAT at the prevailing rate unless otherwise stated.

Additional Services	Lettings and Rent Collection	Lettings and Management
Arrange Gas Safety Inspection	£36	Included
Arrange Portable Appliance (PAT) Check	£36	Included
Arrange Energy Performance Certificate (EPC)	£36	Included
Arrange Electrical Installation Inspection (EICR)	£36	Included
Arrange combined Gas Safety, Portable Appliance, Electrical Installation and EPC Certificates	£120	Included
Arrange Inventory Clerk	Included	Included
Arrange pre or post Tenancy clean	£36	Included
Deposit Lodgement (one off charge)	£60	£60
Right to Rent and Reference Checks	£60	£60
Consents to Sub Let (Bank/Building Societies, Mortgagors and Superior Landlords)	£210	£210
Duplicate Statements	£12 each	£12 each
Statements by Post	£5	£5
Payment outside of the UK	£40	£40
Quarterly Return HMRC	£150	£150
Income and Expenditure reports	£120	Included
Pre Tenancy Maintenance works	N/A	15% inc VAT
Works over £1000	N/A	15% inc VAT
Key Cutting	N/A	£120
Quarterly inspections	N/A	Included
Lodge and oversee Insurance Claims of over £1000	N/A	15% inc VAT
Wait time/attendance to let in non Ruck & Ruck Contractors	N/A	£120 per hour

Serving Section 21/Form 6a Notices	£60	Included
Court Attendance	N/A	£150 per hour
Vacant Property Management Service	£240 pcm	£150 pcm
Vacant Property visit ( per visit)	£120	£120
Cancelling an agreed letting prior to a Tenant taking occupancy once references received or tenancy produced	£480	£480
Inventory Write and check in and out	Payable to a third party. Cost depends on size of property and whether it is furnished or unfurnished	

## 6.00 FURNISHING/REFURBISHMENT

Ruck & Ruck have considerable experience in dealing with furnishing and refurbishment of properties. They can when required prepare specifications, obtain estimates and advise on major works (such as redecoration, re-carpeting, renewing bathrooms or kitchens, damp proof works, etc.). Ruck & Ruck's fee is 12% of the total costs of the works including VAT. This is subject to a minimum fee of £180 including VAT.