

TENANTS FEES:

Once initial terms for your ideal home are accepted and agreed we will act as an effective conduit to ensure that the process to “moving in day” is as smooth and stress free as possible. We will prepare the tenancy agreement including any agreed amendments between the landlord and the tenant. Our fees to the tenant are fixed – no hidden extras or unforeseen additional charges; transparency in all we do. Each fee item is explained in the section below. By all means contact us if further clarification is required.

The fees listed below are inclusive of value added tax at the rate prevailing.

Tenancy Agreement / Admin Fee:	£180
Referencing Fee (including references for any proposed guarantor):	£36
Check Out & Inventory Fee:	Variable. Please see below.
Lost Key Fee:	Variable. Please see below.
Returned Payment Fee:	£30 plus interest on late paid or unpaid rent at 4% plus base rate.

Explanation of Charges:

The Tenancy Agreement/Admin Fee: A professionally written tenancy agreement, brokering agreed amendments between the landlord and tenant and arranging for signature and completion by both parties. Registering your deposit (typically six weeks rent) with mydeposits.co.uk and providing certificate and terms.

Referencing Fee: This charge applies to each tenant named in the tenancy agreement and/or guarantor as applicable. This includes checking your credit status, employer current or past landlord. The referencing is carried out by independent experts instructed by us on behalf of the landlord.

Check Out & Inventory Fee. This is paid by the tenant at the end of the tenancy. The check-in report is prepared at commencement of the tenancy agreement by an experienced clerk appointed by us on behalf of the landlord; the cost of the check-in report is met by the landlord. The cost is determined by the size of the property and whether it is furnished or unfurnished. Typically the check-out/inventory fee for a furnished one bedroom flat is about £120 and for an unfurnished 5 bedroom house £600.

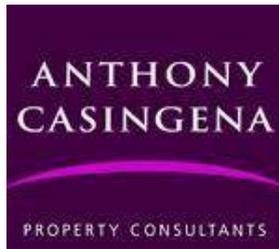
Lost Key Fee: The lost key fee is determined by the type and complexity of the lock associated and is subject to a minimum fee of £90. The charge is likely to be substantially higher for high security locks (such as Banham) and including locksmith attendance.



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10/12 Perrins Court, Hampstead, London, NW3 1QS



LANDLORDS FEES:

Our fees to the landlord are fixed – there are no hidden extras or unforeseen additional charges; transparency in all we do. Unless otherwise agreed our fees are inclusive of:

- Advice on market rent and guidance on compliance with statutory requirements.
- Marketing strategy and implementation, accompanied viewings (7 days a week), negotiating terms with the tenant.
- Appointing a professional agency to carry out reference checks of the prospective tenant.
- Acting as an effective conduit between the involved parties to “moving in day”.
- Collect initial rent and remit to the landlord after deduction of our pre-agreed fees and charges (if any).
- Protect the security deposit, usually six weeks rent, with mydeposits.co.uk and certifying the same to both parties.
- Make any HMRC deductions (if applicable).

Let and Rent Collection Service:

As Sole Agents: **8% of the Annual Rent plus VAT.**
As a Multi Agent: **10% of the Annual Rent plus VAT.**

Full Management Service:

This includes arrears management, key holding service, arranging payment of landlords outgoings, arranging all repairs and maintenance with registered contractors, 24 hour emergency call-out, twice yearly management inspection, managing the check-out process, advising on all deposit deductions, arranging for gas safety certificate.

12% of the Annual Rent plus VAT.



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