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Service provided by SL	Charge	Details
Tenant Find Service	£500 plus VAT	This Charge is due upon commencement of a tenancy for finding a satisfactory tenant for the Landlord and for the preparation of a tenancy agreement. This will be deducted from the initial first month rent/s paid by the tenant/s and the Landlord will be required to make a payment for the outstanding balance. This Charge is subject to a minimum of £600 (£500 plus VAT).
Tenant Find Service - LET ONLY	£650 plus VAT	This Charge is due upon commencement of a tenancy for finding a satisfactory tenant for the Landlord and for the preparation of a tenancy agreement. £375 initial payment is required upon instruction and the remaining Charge is due upon completion of the tenancy agreement.
Property Management	12% of rent (10% plus VAT)	This Charge is due for providing a property management service throughout the course of the tenancy. This will be calculated as a percentage of the gross rent payable, and is deducted from rents remitted to the Landlord for the duration of the tenancy term.
Renewal Administration	£192 (£160 plus VAT)	This Charge is due upon the commencement of an extension of tenancy, whether fixed or periodic, and covers the cost of renewal documentation preparation, negotiation and administration.
Property Inspection	£108 (£90 plus VAT)	This fee is charged should the Landlord require SL to carry out an additional inspection of the Property.
EPC Certificates	From £114 (£95 plus VAT)	This fee is charged should the Landlord require SL to source a contractor to undertake the necessary checks to obtain an Energy Performance Certificate for the Property on their behalf.
Serving Notice	£60 (£50 plus VAT)	This fee is charged should the Landlord require SL to serve notice on the tenant outside SL's normal terms of business such as a Section 8, Section 13, or Section 21 notice.
Court, Tribunal and Arbitration Appearance	£300 per hour or part thereof (subject to a minimum charge of £500)	This fee is charged should the Landlord require SL to attend a court hearing, tribunal or arbitration or to engage in protracted correspondence on the Landlord's behalf.
Statements (Additional)	£30 (£25 plus VAT)	This fee is charged should the Landlord require SL to provide additional copies of statements (initial copies of statements will be sent to the Landlord free of charge). The fee is charged in respect of each additional statement requested.
Income & Expenditure Report	£72 (£60 plus VAT)	This fee is charged should the Landlord require SL to produce a report of the Landlord's property income and expenditure which can be used when preparing the Landlord's tax return.
Tax Submission	£120 (£100 plus VAT)	This fee is charged if the Landlord resides overseas and requires SL to retain tax from the Landlord's rental income to submit to His Majesty's Revenue and Customs (HMRC) each quarter on the Landlord's behalf. The fee is charged quarterly subsequent to tax payments being remitted to HMRC.
Annual Tax Certification	£72 (£60 plus VAT)	This fee is charged if the Landlord resides overseas and require SL to retain tax from the Landlord's rental income to submit to HMRC on your behalf. SL will provide the Landlord with an annual tax payment certificate which can be used for claiming a refund of tax from HMRC, should one be due.
Consent to Let	£108 (£90 plus VAT)	This fee is charged should the Landlord require us to obtain the freeholder's written consent to a tenancy on the Landlord's behalf in addition to any fees due to the freeholder.

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CHAPS/Faster Payments	£36 (£30 plus VAT)	This fee is charged if the Landlord requests the transfer of funds to them by CHAPS or Faster Payment, together with the cost of the bank transfer. It is also charged if the Landlord requests overseas payments.
Management Enquiries	£216 (£180 plus VAT) per hour or part thereof	This fee is charged if the Landlord requires SL to answer on their behalf any preliminary enquiries from a third party regarding the Landlord's property for any purpose, including that of a sale.
Property Visits	£42 (£35 plus VAT) + mileage at 45p per mile	This fee is charged for visits made to the Property by SL at the specific request of the Landlord.
Progressing Insurance Claims	12% (10% plus VAT) of the settlement	This fee is charged for follow-up and progression of insurance claims made on the Property.
Cutting of Keys	£12 (£10 plus VAT) fee plus key cutting expenses	This fee is charged for the arrangement of additional keys for the Property.
Cancelling a Tenancy	£420 (£350 plus VAT) plus out of pocket costs	This fee is charged if the Landlord requires SL to cancel an arranged tenancy before the tenant moves in.
Legionella	£120 (£100 plus VAT) for first visit and £108 (£90 plus VAT) for subsequent visits	These fees are charged if the Landlord requires SL to arrange a Legionella risk assessment for the Property.
Smoke and Carbon Monoxide	£30 (£25 plus VAT) per unit, subject to minimum of £120 (£100 plus VAT) per visit	This fee is charged if the Landlord requires SL to test the smoke and carbon monoxide detectors in the Property.
Utilities and Other Payments	£30 (£25 plus VAT) per transactions	This fee is charged if the Landlord requires SL to pay any utilities (see section 5.8) or other outgoings (see section 3.7) in respect of the Property.
Electrical Installation Condition Report (EICR) and Portable Appliance Testing (PAT)	From £180 (£150 plus VAT) for up to two bedrooms and £24 (£20 plus VAT) per additional bedroom	This fee is charged should the Landlord require SL to source a contractor to undertake the necessary inspection to obtain either/or EICR and PAT tests before any new Guest occupies the Property to ensure electrical equipment within the property is safe. The contractor will be asked to advise on any further works and costs should they be required.
Check Out (Tenant Find Only)	£192 (£160 plus VAT)	This fee is charged if the Landlord requires SL to conduct a check-out and inventory update at the end of tenancy for a property without the full management service.
Vacant Management Services	£474 (£395 plus VAT) per registration	This fee is charged if the Landlord requires SL to manage a property without a tenant.
Handover & Snagging Fee	£120 (£100 plus VAT)	This fee is charged if the Landlord requires SL to accept handover of a purchased property or snag a property for handover.
Sale of Property	3% plus VAT of sale price	This commission is charged for the introduction of a purchaser for the successful sale of the Property.
Gas Safety Certificate (GSC)	From £90 (£75 plus VAT)	This fee is charged should the Landlord require SL to source a contractor to undertake the necessary inspection to obtain a Gas Safety Certificate (GSC) before any new Guest occupies the Property to ensure the property is safe. The contractor will be asked to advise on any further works and costs should they be required.
Inventory	From £90 (£75 plus VAT)	This fee is charged if SL is required to prepare an inventory before any new tenant occupies the Property.