



Dragonfly
LETTINGS

FEES TO: LANDLORDS

LEVEL OF SERVICE OFFERED	ADDITIONAL NON-OPTIONAL FEES AND CHARGES
<p>TENANT FIND ONLY</p> <p>Dragonfly Lettings will:</p> <ul style="list-style-type: none"> ✓ Inspect the Property and prepare and submit draft particulars for letting to the Owner for their approval ✓ Advise on and obtain the Owners approval of the rent to be asked ✓ Advise the Owner of what works of decoration, furnishing and cleaning are required to best present the Property ✓ Advise the Owner of statutory requirements in respect of gas and electrical safety certificates, energy performance certificates, fire alarms and safety of furnishings ✓ Seek a tenant (and as necessary any replacement tenant) for the Property ✓ Report all offers, obtain references for the prospective tenant and submit the references, to the Owner ✓ Prepare the Assured Shorthold Tenancy agreement and to procure the signature by the tenant and the Owner before possession is given to the tenant ✓ (if requested and for the cost noted) Arrange for an inventory and schedule of condition of the Property and any furnishing and fittings to be taken ✓ On completion of the tenancy agreement collect a deposit and deal with the deposit in accordance with the terms of the scheme operated by the Deposit Protection Service ✓ Provide guidance on compliance with statutory provisions and letting consents ✓ Carry out accompanied viewings (as appropriate) ✓ Market the property and advertise on relevant portals ✓ If agreed, erect a board outside property in accordance with Town and Country Planning Act 1990 ✓ Advise on non-resident tax status and HMRC (if relevant) <p>RENT COLLECTION</p> <p>Dragonfly Lettings will provide all the services set out above plus:</p> <ul style="list-style-type: none"> ✓ Act as the Owners agent for the collection and administration of monthly rents <p>FULLY MANAGED</p> <p>Dragonfly Lettings will provide all the services referred to or set out above plus:</p> <ul style="list-style-type: none"> ✓ Arrange and coordinate at the cost of the Owner all minor repairs to the Property and its appliances, acting as the point of contact for the tenant for such purposes, seeking the Owners approval before incurring any cost in excess of the Maintenance Limit noted ✓ Procure and maintain at the cost of the Owner gas and electrical safety certificates and energy performance certificates (if required) ✓ Undertake an inspection of the Property within the first 3 months ✓ Carry out check out at the end of a Tenancy 	<p>TENANT FIND ONLY</p> <p>Set up Fee: 96% of the first month's rent or £540.00, whichever is greater</p> <p>RENT COLLECTION</p> <p>Set up Fee: 96% of the first month's rent or £540.00, whichever is greater Monthly Fee: 8.4% of the rent</p> <p>FULLY MANAGED</p> <p>Set up Fee: 60% of the first month's rent or £420.00, whichever is greater Monthly Fee: 14.4% of the rent</p> <p>INVENTORIES</p> <p>Tenant Find Only and Rent Collect: 1 - 3 Bedrooms £140.00 4 - 5 Bedrooms £150.00 Properties with 6 plus bedrooms are by request only</p> <p>Fully Managed: 1 - 3 Bedrooms £120.00 4 - 5 Bedrooms £130.00 Properties with 6 plus bedrooms are by request only</p> <p>Furnished Properties: Additional £25.00</p> <p>RENT REVIEW</p> <p>Fee: £60.00</p> <p>Dragonfly Lettings will:</p> <ul style="list-style-type: none"> ✓ Review rent in accordance with current prevailing market condition and liaise with the landlord ✓ Update the tenancy agreement ✓ Serve Section 13 Notice if tenancy is on a rolling monthly basis <p>RENEWAL FOR A FIXED TERM TENANCY</p> <p>Fee: Landlords share £180.00</p> <ul style="list-style-type: none"> ✓ Contract negotiation, amending and updating terms and arranging a further tenancy and agreement <p>CHECKOUT</p> <p>Fee: £70.00. Additional £25.00 for furnished properties.</p> <p>If you are fully managed, this will also include:</p> <ul style="list-style-type: none"> ✓ Agree with tenant check out date and time of appointment ✓ Negotiate with Landlord and Tenant any disbursement of the security deposit ✓ Return deposit as agreed with landlord and tenant to relevant parties ✓ Remit any disputed amount to Scheme for final adjudication ✓ Unprotect security deposit ✓ Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items <p>COURT ATTENDANCE</p> <p>Fee: £60.00 per hour</p> <p>ALL FEES INCLUDE VAT</p>

FEES TO: TENANTS

ADDITIONAL NON-OPTIONAL FEES AND CHARGES
<p>BEFORE YOU MOVE IN</p> <p>Holding deposit fee: ✓ No greater than 1 week of the monthly rental amount</p> <p>Deposit: 5 weeks of the monthly rental amount</p> <p>All Deposits will be protected in a Government authorised scheme and may be returned at the end of the tenancy.</p> <p>DURING YOUR TENANCY</p> <p>Novation of contract Fee: £50 ✓ Tenancy amendment(s) in relation to clauses within your tenancy</p> <p>Unpaid Rent Charge: Interest calculated at 3% above Bank of England Base Rate from date the rent was due</p> <p>Terminating Tenancy prior to giving 2 months' notice: on agreement from the landlord the tenant will be liable for the landlord's costs of finding a new tenant</p> <p>ALL FEES INCLUDE VAT</p>
<p>ADDITIONAL FEES & CHARGES FOR TENANCIES WHICH COMMENCED PRIOR TO 1ST JUNE 2019</p> <p>Processing a Default Letter: £24.00</p> <p>Overdue Rent Penalty Charge: £10.57 for every 5 working days the rent is overdue</p> <p>Change of sharer: £60.00</p> <p>ALL FEES INCLUDE VAT</p>

IF YOU HAVE ANY QUERIES ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

CLIENT MONEY PROTECTION (CMP) PROVIDED BY:



INDEPENDENT REDRESS PROVIDED BY:

