

Sole Agency Agreement

Scale of Charges

All terms are quoted on a sole agency basis unless noted otherwise. Figures are quoted per property and are inclusive of VAT unless stated otherwise. Please tick the box confirming which service you would like HC Lettings to undertake.

Please tick the box of the service you wish to use	 <input data-bbox="722 384 787 443" type="checkbox"/>	 <input data-bbox="1177 384 1242 443" type="checkbox"/>
Arrangement Fee	£399 + VAT	50% of the first month's rent, minimum fee of £599 +VAT
Management Fee	10% + VAT	N/A
Fitness for Human Habitation Risk Assessment	Included	Included
Inventory	Included	Included
2 Property Inspections Per Year	Included	N/A
Deposit Adjudication	Included	Included
Check-Out Inspection	Included	£150
Legal Notices	£50	N/A
Tenancy Renewal Fee	£75	£100
Gas Safety Record and Legionella Risk Assessment	£90	£90
Periodic Electrical Installation Certificate (EICR)	Price on application, varies depending on the property size	Price on application, varies depending on the property size
Portable Appliance Testing (PAT)	Price on application, varies depending on items to be tested	Price on application, varies depending on items to be tested
Stand Alone Legionella Risk Assessment	£60	£60
Selective Licence Application	£150 + Cost of council licence and any other third party costs	N/A
Smoke Alarm/ Carbon Monoxide Detector supply and installation	£48 for one installation £30 for each additional installation on same visit	£48 for one installation £30 for each additional installation on same visit
Energy Performance Certificate (EPC)	£100	£100
Land Registry Fee for Proof of Ownership	£5	£5
Key Cutting Fees	£10.00 admin fee plus cost of cutting key	£10.00 admin fee plus cost of cutting key
HMRC Non-Resident Landlord Tax Submission	£30 per quarter	N/A
Additional property visits outside of normal management agreement	£50	N/A
Court Attendance	Price on application	N/A