

Landlord fees	Fees or Charges
<b>**Letting Service Fee</b> Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	<b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
<b>*Discounted Letting Service Fee</b> Where Full Management or Rent Collection Service is taken	<b>2 weeks rent plus VAT</b> If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 incl. VAT
<b>Enhanced Marketing Service</b> Including marketing of your property with our exclusive social media technology, FLINK™	<b>£185 incl. VAT</b>
<b>Discounted Enhanced Marketing Service</b> Where Full Management or Rent Collection Service is taken	<b>£148 incl. VAT</b>
<b>† Occupation Contract Set Up</b> Including producing the Occupation Contract agreement, completion of paperwork, Contract-Holder referencing, registration of Contract-Holder's deposit and arranging pre-let works	<b>£594 incl. VAT</b>
<b>Rent Collection</b> Including rent collection, arrears collection, accounting & renewal negotiation <i>Subject to a minimum fee of £60 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>12% of rent payable incl. VAT</b>
<b>Full Management</b> Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection <i>Subject to a minimum fee of £84 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	<b>16.8% of rent payable incl. VAT</b>
<b>Extension Set Up</b> Production of Fixed Term Standard Occupation Contract or Periodic Standard Occupation Contract	<b>£180 incl. VAT</b>
<b>Management Takeover Setup Fee</b>	<b>£180 incl. VAT</b>
<b>Landlord proof of ownership admin fee</b>	<b>£10 incl. VAT</b>
<b>Instruction of another agent during sole agency period – Administration Fee</b>	<b>£360 incl. VAT</b>
<b>Withdrawal from entering into an Occupation Contract having instructed haart to proceed - Administration Fee</b>	<b>£360 incl. VAT</b>
<b>Paper copies of statements of account</b>	<b>£3.00 per month incl. VAT</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£99 per quarter incl. VAT</b>
<b>Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£50 incl. VAT</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£120 incl. VAT</b>
<b>Negotiations of deductions from deposit or flatbond</b> Not fully managed	<b>£300 incl. VAT</b>
<b>Deposit scheme or flatfair dispute submission</b> Where fully managed but expressly instructed not to conduct an inventory	<b>£300 incl. VAT</b>
<b>Attendance at court/tribunal</b>	<b>£420 incl. VAT per day or part thereof</b>
<b>Service of notices Administration Fee</b> Included for Full Management service	<b>£250 incl. VAT</b>
<b>Change of Sharer Fee</b>	<b>£180 incl. VAT</b>
<b>Additional Property Visit</b> In addition to those included in your terms of business	<b>£46.80 incl. VAT</b>
<b>Wait at property for landlord appointed contractor appointment</b>	<b>£60 per hour/part thereof incl. VAT</b>
<b>Undertake partial or total furnishings for the property – Administration Fee</b>	<b>12% total value incl. VAT</b>
<b>Key Cutting Administration Charge</b>	<b>£30 incl. VAT</b>
<b>Payment to a bank account held outside of the United Kingdom</b>	<b>£50 per payment made incl. VAT</b>
<b>Licensing Application Fee</b> Where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in haart becoming the licence holder for the property)	<b>£450 incl. VAT</b>
<b>Rent Confirmation Letter for Mortgage Provider</b>	<b>£50 incl. VAT</b>
<b>Gas Safety Administration Fee</b> Arrangement of gas safety certificate where one is not provided at the commencement of the Occupation Contract	<b>£126 incl. VAT</b> Inclusive of the cost of the inspection
<b>Rent Administration Fee</b> Rent Payments made to landlord after termination of service	<b>£50 per payment made incl. VAT</b>
<b>Rent and Legal Protection</b>	<b>3.98% of rent payable inc IPT</b>
<b>Inventory Fee (subject to property size and furnishings)</b>	<b>up to £400 incl. VAT</b>
<b>Statutory Declaration Form</b> Which requires witnessing by a solicitor	<b>£24 incl. VAT</b>
<b>Termination fees (Not payable if we have breached our contract with you):</b>	
<b>Termination of our contract by you following acceptance of an offer from a proposed contract-holder (but prior to grant of the occupation contract)</b>	<b>4 months rent plus VAT</b>
<b>Termination of our contract by you during a fixed term occupation contract arranged by us</b>	<b>Balance of any full management or rent collection fees that would have been payable during the term of the occupation contract</b>
<b>Termination of our contract by you after the expiry a fixed term occupation contract arranged by us but whilst the same contract-holder remains in the property under either a statutory periodic occupation contract or a new fixed term occupation contract with you</b>	<b>6 weeks rent plus VAT</b>
Contract-Holder's costs of moving and renting	Fees or Charges
<b>Holding deposit</b> In order to reserve the property	<b>1 weeks rent</b>
<b>The Rent</b> As agreed for the property and specified in the Occupation Contract agreement	<b>Subject to agreement</b>
<b>Security deposit or</b>	<b>6 week's rent</b> <b>*calculation example: monthly rent x 12 divided by 52 x 6</b>
<b>flatfair Membership Fee</b> Where a Contract-Holder opts to use the security deposit replacement scheme, flatfair	<b>1 Week's Rent plus VAT</b> <b>(subject to a minimum fee of £172.80 incl. VAT)</b>
<b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied on the payment due	<b>£30 per late payment instance incl. VAT</b>
<b>Key Replacement Fee</b> Where the keys have been lost or misplaced by the Contract-Holder	<b>Up to £30 per key incl. VAT</b>
<b>Out of Hours Contractor Fee</b> Where the reported issue has been caused by the Contract-Holder or Contract-Holder's visitors to the property	<b>Cost of contractor fees incurred by the landlord to resolve this issue</b>
<b>Missed Contractor Appointment Fee</b> Where the Contract-Holder misses a pre-arranged appointment with a contractor or refuses to allow a contractor entry to a property	<b>Cost of contractor fees incurred by the landlord as a result of missed appointment</b>
<b>Early Release Charge</b> Where a Contract-Holder wishes to end their Occupation Contract outside of the agreed terms of the agreement, they agree to cover the loss incurred by the landlord as a result of the early termination	<b>Landlord costs of re-marketing and setting up a new Occupation Contract</b> Either the Landlord Letting Service Fee** or Discounted Letting Service Fee† and the Occupation Contract Set-Up Fee‡ as listed above



haart are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.