

Lettings fees

Landlord fees

Service fees	Net	inc VAT
Letting service Sole Agency	9%	11%
Letting service Dual/Multi Agency	10%	12%
Management service	5%	6%
Rent collect service	2%	2.4%
Short-term letting	20%	24%
Short-term letting and management	25%	30%
Minimum letting fee	£500	£600

Administration	Net	inc VAT
Preparation of the tenancy agreement	£157.50	£189
Prepare extension memorandum	£79.17	£95
Copy statements	£20.83	£25
Serving a Section 21 Notice	£79.17	£95

Extra management services	Net	inc VAT
Vacant management charged monthly	£75	£90
Additional property inspections	£75	£90
Works in excess of £750 during the tenancy	10%	12%
Works in between tenancies	10%	12%

Please always feel free to contact us if you should have any questions.

Call us on 020 3621 2000 or email us at info@sceonberne.com

Tenant fees

Pre-tenancy	Net	inc VAT
Holding deposit		Equivalent to one week's rent
Preparation of the tenancy agreement	£157.50	£189
Referencing fee per tenant	£	£40
Guarantor fee (if required) which covers the cost of referencing and a Deed of Guarantee	£100	£120
Security deposit		Equivalent to six week's rent

During the tenancy	Net	inc VAT
Preparation of new tenancy agreement to cover the cost of referencing associated with a change of tenants either mid-tenancy or on renewal	£250	£300
Prepare extension memorandum	£79.17	£95

End of tenancy		
Check out fee		The price varies depending on the size of the property and if it is furnished or unfurnished
End of tenancy professional cleaning		A price can be obtained if requested

To offer complete reassurance we have chosen to be affiliated with the following organisations:

