

Landlord fees

effective from 1st June 2019

Fees	
Find tenant letting service (includes rent collect)	10.8%
Find tenant letting service (excludes rent collect)	9.6%
Letting service Dual/Multi Agency	12%
Management service	7.2%
Rent collect service	2.4%
Short-term letting	24%
Short-term letting and management	30%
Minimum letting fee	£600

Administration	
Preparation of the tenancy agreement	£300
Referencing fee per tenant	£40
Guarantor Fee (covers the cost of referencing and a Deed of Guarantee)	£120
Prepare extension memorandum	£150
Copy statements	£25
Serving a Section 21 Notice	£95
Deposit Registration Fee	£30

During the tenancy	
Preparation of new tenancy agreement to cover the cost of referencing associated with a change of tenants either mid-tenancy or on renewal	£300
Changes to the existing tenancy agreement	£50
Court attendance	£150 per hr
Additional property visits for specific requests i.e. neighbour disputes	£90

Extra management services	
Vacant management charge	£90
Works in excess of £750 during the tenancy	12%
Works in between tenancies	12%
Gas Safety Check	£96
Check in and check out fee	Variable*
Start or end of tenancy professional cleaning	Variable*

*The cost varies depending on the size of the property and if it is furnished or unfurnished.

Sceon+Berne are a member of the following organisations:



Tenant fees

with tenancies effective from 1st June 2019

Pre-tenancy (payable to the Agent)	
Holding deposit	Equivalent to one week's rent
Security deposit	Equivalent to five week's rental or six weeks if annual rent over 50k

During the tenancy (payable to the Agent)	
Early termination/surrender	Payment of any unpaid rent or other reasonable costs associated with the tenant's early termination of the tenancy.
Replacement Keys/security devices	£8 <small>(minimum cost depending on type of key/device and quantities required)</small>
Change of Sharer	£50
Changes to contract	£50
Late or unpaid rent	Interest charged on rent arrears if stated in the tenancy agreement at 3% above the Bank of England's annual percentage rate for each day that the payment is outstanding

During the tenancy (payable to the provider) if permitted and applicable	
Utilities – gas, electricity, water	
Communications – telephone and broadband	
Installation of cable/satellite	
Subscription to cable/satellite supplier	
Television licence	
Council Tax	

We may also charge for other permitted payments, not included above, under the relevant legislation, including contractual damages.

All prices are inclusive of VAT.

Please feel free to contact us if you have any questions on 020 3621 2000 or email us at info@sceonberne.com