

Landlord fees	Fees or Charges
**Letting Service Fee Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	4 weeks rent plus VAT If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT
*Discounted Letting Service Fee Where Full Management or Rent Collection Service is taken	2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 incl. VAT
Enhanced Marketing Service Including marketing of your property with our exclusive social media technology, FLINK™	£185 incl. VAT
Discounted Enhanced Marketing Service Where Full Management or Rent Collection Service is taken	£148 incl. VAT
† Occupation Contract Set Up Including producing the Occupation Contract agreement, completion of paperwork, Contract-Holder referencing, registration of Contract-Holder's deposit and arranging pre-let works	£594 incl. VAT
Rent Collection 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>	12% of rent payable incl. VAT
Full Management 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>	16.8% of rent payable incl. VAT
Extension Set Up Production of Fixed Term Standard Occupation Contract or Periodic Standard Occupation Contract	£180 incl. VAT
Management Takeover Setup Fee	£180 incl. VAT
Landlord proof of ownership admin fee	£30 incl. VAT
Instruction of another agent during sole agency period – Administration Fee	£360 incl. VAT
Withdrawal from entering into an Occupation Contract having instructed Darlows to proceed - Administration Fee	£360 incl. VAT
Paper copies of statements of account	£3.00 per month incl. VAT
Tax retention and completion of documentation for HMRC	£99 per quarter incl. VAT
Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC	£50 incl. VAT
Provision of a statement showing gross income and expenditure for the year	£120 incl. VAT
Negotiations of deductions from deposit or flatbond Not fully managed	£300 incl. VAT
Deposit scheme or flatfair dispute submission Where fully managed but expressly instructed not to conduct an inventory	£300 incl. VAT
Attendance at court/tribunal	£420 incl. VAT per day or part thereof
Service of notices Administration Fee Included for Full Management service	£250 incl. VAT
Change of Sharer Fee	£180 incl. VAT
Additional Property Visit In addition to those included in your terms of business	£46.80 incl. VAT
Wait at property for landlord appointed contractor appointment	£60 per hour/part thereof incl. VAT
Undertake partial or total furnishings for the property – Administration Fee	12% total value incl. VAT
Key Cutting Administration Charge	£30 incl. VAT
Payment to a bank account held outside of the United Kingdom	£50 per payment made incl. VAT
Licensing Application Fee 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 Darlows becoming the licence holder for the property)	£450 incl. VAT
Rent Confirmation Letter for Mortgage Provider	£50 incl. VAT
Gas Safety Administration Fee Arrangement of gas safety certificate where one is not provided at the commencement of the Occupation Contract	£126 incl. VAT Inclusive of the cost of the inspection
Rent Administration Fee Rent Payments made to landlord after termination of service	£50 per payment made incl. VAT
Rent and Legal Protection	4.45% of rent payable
Inventory Fee (subject to property size and furnishings)	up to £400 incl. VAT
Statutory Declaration Form Which requires witnessing by a solicitor	£24 incl. VAT
Termination fees (Not payable if we have breached our contract with you):	
Termination of our contract by you following acceptance of an offer from a proposed contract-holder (but prior to grant of the occupation contract)	4 months rent plus VAT
Termination of our contract by you during a fixed term occupation contract arranged by us	Balance of any full management or rent collection fees that would have been payable during the term of the occupation contract

Contract-Holder's costs of moving and renting	Fees or Charges
Holding deposit In order to reserve the property	1 weeks rent
The Rent As agreed for the property and specified in the Occupation Contract agreement	Subject to agreement
Security deposit or	6 week's rent *calculation example: monthly rent x 12 divided by 52 x 6
flatfair Membership Fee Where a Contract-Holder opts to use the security deposit replacement scheme, flatfair	One Week's Rent plus VAT (subject to a minimum fee of £172.80 incl. VAT)
Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied on the payment due	£30 per late payment instance incl. VAT
Key Replacement Fee Where the keys have been lost or misplaced by the Contract-Holder	Up to £30 per key incl. VAT
Out of Hours Contractor Fee Where the reported issue has been caused by the Contract-Holder or Contract-Holder's visitors to the property	Cost of contractor fees incurred by the landlord to resolve this issue
Missed Contractor Appointment Fee Where the Contract-Holder misses a pre-arranged appointment with a contractor or refuses to allow a contractor entry to a property	Cost of contractor fees incurred by the landlord as a result of missed appointment
Early Release Charge 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	Landlord costs of re-marketing and setting up a new Occupation Contract Either the Landlord Letting Service Fee** or Discounted Letting Service Fee* and the Occupation Contract Set-Up Fee† as listed above



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