

Payments can be made by credit or debit card or by direct bank transfer. For our bank details, please contact your local office. All prices are inclusive of VAT unless expressly stated otherwise. Darlows Lettings is a trading style of Spicerhaart Residential Lettings Limited (Registered in England and Wales no. 05304360) Registered office: Colwyn House, Sheepen Place, Colchester, Essex, CO3 3LD.

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	28% of the first month's rent (plus 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.