

# Darlows

## Memberships and Fees



## Associations and Memberships



Darlows are members of a client money protection scheme through ARLA and are also members of SAFEagent.



Darlows are members of The Property Ombudsman independent redress scheme.

Landlord Fees	Fee*
<b>Lettings 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
<b>Discounted Letting Service Fee</b>	<b>2 weeks rent plus VAT</b> If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600
<b>Tenancy Set Up</b> including producing the tenancy agreement, (fee shared with tenant), completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	<b>£354</b>
<b>Rent Collection</b> including rent collection, arrears collection, accounting and renewal negotiation	<b>12% of rent payable</b>
<b>Full Management</b> including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	<b>14.4% of rent payable</b>
<b>Extension Set Up</b> (fee shared with tenant) production of extension tenancy agreement	<b>£118.80</b>
<b>Instruction of another agent during sole agency period with Darlows – Administration Fee</b>	<b>£360</b>
<b>Withdrawal from entering into a tenancy having instructed haart to proceed – Administration Fee</b>	<b>£360</b>
<b>Paper copies of statements of account</b>	<b>£3.00 per month</b>
<b>Tax retention and completion of documentation for HMRC</b>	<b>£81 per quarter</b>
<b>Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>	<b>£36</b>
<b>Provision of a statement showing gross income and expenditure for the year</b>	<b>£90</b>
<b>Negotiations of deductions from Deposit (not Fully Managed)</b>	<b>£300</b>
<b>Attendance at Court/Tribunal</b>	<b>£180 day/part thereof</b>
<b>Service of Notices Administration Fee</b> (including Section 8 or 21) where Full Management service is not taken	<b>£180</b>
<b>Extra property visit</b>	<b>£46.80</b>
<b>Wait at property for landlord appointed Contractor following an arranged appointment</b>	<b>£60 per hour/part thereof</b>
<b>Undertake partial or total furnishings for the property – Administration Fee</b>	<b>12% total value</b>
<b>Key Cutting Administration Charge</b>	<b>£30</b>
<b>Gas Safety Administration Fee</b> - Arrangement of Gas Safety Certificate where one is not provided at the commencement of the tenancy – Administration Fee	<b>£54</b>

Tenant Fees	Fee*
<b>Tenancy Set up one tenant</b> (one tenant) including tenant referencing, production of tenancy agreement, (fee shared with landlord), obtaining safety certificates, deposit registration and required pre-let works	<b>£330</b>
<b>Tenancy Set up additional tenant</b>	<b>£78 each</b>
<b>Guarantor referencing and production of Deed of Guarantee</b>	<b>£78 each</b>
<b>Alteration of tenancy dates given in Subject to Contract letter – Administration Fee</b>	<b>£60</b>
<b>Check-in Fee</b>	<b>£120 for a studio or 1 bedroom property + £12 per additional bedroom</b>
<b>Change of Sharer</b> Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	<b>£360 (£60 per additional tenant)</b>
<b>Landlord Reference for New Tenancy</b>	<b>£30 per reference</b>
<b>Extension Set Up</b> (fee shared with landlord)	<b>£118.80</b>

\*All prices are inclusive of VAT unless expressly stated otherwise.