

DARLOWS

Memberships and Fees



Associations and Memberships



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



Darlows are members of The Property Ombudsman independent redress scheme.

Landlord Fees	Fee*
Lettings 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
Discounted Letting Service Fee	2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600
Enhanced Marketing service including marketing of your property using our exclusive social media technology, FLINK	£165
Discounted Enhanced Marketing service	£132
Tenancy Set Up including producing the tenancy agreement, (fee shared with tenant), completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	£354
Rent Collection including rent collection, arrears collection, accounting and renewal negotiation	12% of rent payable
Full Management including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	14.4% of rent payable
Extension Set Up (fee shared with tenant) production of extension tenancy agreement	£118.80
Instruction of another agent during sole agency period with Darlows – Administration Fee	£360
Withdrawal from entering into a tenancy having instructed Darlows to proceed – Administration Fee	£360
Paper copies of statements of account	£3.00 per month
Tax retention and completion of documentation for HMRC	£81 per quarter
Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC	£36
Provision of a statement showing gross income and expenditure for the year	£90
Negotiations of deductions from Deposit (not Fully Managed)	£300
Attendance at Court/Tribunal	£180 day/part thereof
Service of Notices Administration Fee (including Section 8 or 21) where Full Management service is not taken	£180
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).	£238.80
Extra property visit	£46.80
Wait at property for landlord appointed Contractor following an arranged appointment	£60 per hour/part thereof
Undertake partial or total furnishings for the property – Administration Fee	12% total value
Key Cutting Administration Charge	£30
Gas Safety Administration Fee - Arrangement of Gas Safety Certificate where one is not provided at the commencement of the tenancy – Administration Fee	£54

Tenant Fees	Fee*
Tenancy Set up one tenant (one tenant) including tenant referencing, production of tenancy agreement, (fee shared with landlord), obtaining safety certificates, deposit registration and required pre-let works	£330
Tenancy Set up additional tenant	£78 each
Guarantor referencing and production of Deed of Guarantee	£78 each
Alteration of tenancy dates given in Subject to Contract letter – Administration Fee	£60
Check-in Fee	£120 including VAT for a studio property + £10 per additional bedroom
Change of Sharer Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	£360 (£60 per additional tenant)
Landlord Reference for New Tenancy	£30 per reference
Extension Set Up (fee shared with landlord)	£118.80
Rental Arrears written notification - Administration Fee	£30.60

*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.