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UPDATED LANDLORD AND TENANT FEES
EFFECTIVE FROM 1 JUNE 2019

Additional Charges

LANDLORD CHARGES	Subject to VAT at the prevailing rate
Set-up Fee (includes ID checks, right-to-rent checks, financial credit checks, obtaining references from employers/landlords, contract negotiation, drafting and arranging for the signing of the Tenancy Agreement)	£165 (per tenancy, referencing up to three tenants)
Guarantor Fee (covering credit referencing and preparing a Deed of Guarantee)	£40
Permitted Occupier Fee	£25
Landlord Withdrawal Fee (before move-in, to cover the costs associated with marketing, advertising and tenancy set-up)	£150
Inventory	From £85 depending on the size of the property. Charged at contractor's cost.
Check In	£80 - £195 depending on size of property. Charged at contractor's cost.
Preparation of renewal of Tenancy Agreement (includes rent review, contract negotiation, drawing up of tenancy agreement, arranging for signing of agreement)	£120
Admin fee for overseeing works valued over £500	10% of contractor's charge
Additional Visits to property as requested by the landlord	£50
End of Tenancy Management for Let only and Rent Collection	£250 (Management fee only – this does not include the cost of contractors/outstanding utility bills etc)
Submission of non-resident Landlords receipts to HMRC if instructed by landlord	£50/quarter
Check out	£80 - £195 depending on size of property. Charged at contractor's cost
Court Attendance	£100/hr
Dispute Resolution	£50/hr

TENANT CHARGES	Including VAT
Security Deposit (per tenancy, rent under £50,000pa)	Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Security Deposit (per tenancy, rent over £50,000pa)	Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
Lost key(s) or other Security Device(s)	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. We reserve the right to charge £15/hr for work carried out under exceptional circumstances.
Variation of Contract (Tenant's request)	£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Change of Sharer (Tenant's request)	£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
Early Termination (Tenant's request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.
Damage to the property, fixtures and fittings, or for missing items	The tenant is liable for the cost to the landlord (charged at contractor's cost)
Missed contractor appointment	The tenant is liable for the cost to the landlord (charged at contractor's cost)

CLIENT MONEY PROTECTION



www.rics.org/uk/upholding-professional-standards/regulation/firm-regulation/client-money/cmp-scheme/

DEPOSIT SCHEME



www.depositprotection.com

INDEPENDENT REDRESS



www.theprs.co.uk

PROFESSIONAL MEMBERSHIP



www.arla.co.uk