



Student Lettings | Residential Lettings | Property Management

Landlord Charges

**Note: Commission rate is quoted excluding VAT. All other fees are quoted as inclusive of VAT.**

**FULLY MANAGED SERVICE - STUDENT TENANCIES**

Property management service: Variable

Our fee is based on monthly rent roll. For new clients this is:

Rent roll up to £2500 per month:	12.5% + VAT
Rent roll up to £3500 per month:	12% + VAT
Rent roll up to £4500 per month:	11.5% + VAT
Rent roll up to £5500 per month:	11% + VAT
Rent roll up to £6500 per month:	10.5% + VAT
Rent roll above £7500 per month:	10% + VAT

We may be able to offer an introductory rate for a limited period.

Let Fee:	£330 inc VAT
Arrangement of maintenance:	10% of works (minimum of £18 and maximum of £180 applies) inc VAT
Project management (refurbs etc)	direct costs + 10% + VAT
Other Services:	Prices on request



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**TENANT FIND SERVICE (“LET ONLY”) - STUDENT TENANCIES**

**Note: This service is no longer being offered however fees will be retained for the reference of current clients using this service.**

**Full tenant find service:** From 5%+VAT of the annual rent

**Optional Services**

Please see our agency agreement online at [topproperty-services.com/agency-agreements/](http://topproperty-services.com/agency-agreements/) for a full list of fees



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### Tenant Charges

**All other fees are quoted as inclusive of VAT.**

#### Application Fees (\*)

Students:	£80 per person
Residential (single app)	£150
Residential (additional tenants)	£50

Tenancy renewals at tenant's request:	£90
Tenancy renewals at landlord's request:	no charge
Change of tenant on tenancy	£90

Lost Keys (includes attendance during office hours)  
£15 + cost of keys\*\*

Cash charge: 1% of total payment

Note: We do not accept **credit cards** or **cheques**. Debit cards are accepted.

**\* Application fees are part refundable if the landlord rejects the application or tenant fails credit/referencing (subject to full disclosure of circumstances).**

**\*\* Keys lost out of hours that result in a callout may be billable to the tenant direct from a locksmith.**

**Application fees are not refundable if tenant decides not to proceed with application or fails to provide all information required.  
Deposits not refundable if tenancy application aborted by tenant after landlord has accepted application.**