

Tenant Fees

Holding Deposit: One weeks rent will be taken to secure a property and will be held for 15 calendar days (unless otherwise expressly agreed) in order to complete all tenancy documents. This amount will be attributed to the first month's rent following the execution of all tenancy documents within the 15 calendar days of receipt of the holding deposit. This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 Calendar days.

Security Deposit: Equal to five weeks rent – this covers damages or defaults on the part of the tenant during the tenancy.

Company Tenancy Administration Fee: (Full company tenancy administration fee is required to secure a property on a non AST or non APT agreement) 60% of 1 month's rent inc. VAT (50% + VAT).

Company Tenancy Renewal Fee: £120 inc VAT

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 Devices: 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(s), landlord, Agent and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s), including attending a call-out for re-entry.

Reference Fees: Not payable by tenants. A Reference fee of £35 inclusive of VAT is payable by the landlord or agent requesting the reference, and these costs should not be passed onto tenants.

All Pat Robson & Co. Ltd tenancies are joint and severally liable tenancies, i.e. where there is more than one tenant, all obligations, including those for rent payments and damages costs can be enforced jointly against all of the tenants named on the tenancy agreement. This principle also applies to any guarantors that maybe in existence.

Landlord Fees	Price
Tenant Finder Only Fee (Essential)	36% of one month's rent inc. VAT (30% + VAT)
Tenant Finder Only Fee (Elite)	90% of one month's rent inc. VAT (75% + VAT)
Tenant Finder Fee (Rent Collection & Arrears Management/Part Management/Full Management)	90% of one month's rent inc. VAT (75% + VAT)
Changeover Re-Let Fee	30% of one month's rent inc. VAT (25% + VAT)
Early Re-Let Fee	60% of one month's rent inc. VAT (50% + VAT)
Section 13 Notice (Rent Review & Increase)	£180 inc. VAT (£150 + VAT)
Standard 1-2 Property Landlord Management Fee	16.8% of rent due inc. VAT (14% + VAT)
Multiple Property Landlord Management Fee (3+ properties)	14.4 % of rent due inc. VAT (12% + VAT)
Part Property Management Fee	8.4% of rent due inc. VAT (7% + VAT)
Rent Collection & Arrears Management Fee	4.8% of rent due inc. VAT (4% + VAT)
Deposit Administering for Let Only Properties	£180 (£150 + VAT)
Additional or One Off Property Inspection	£90 (£75 + VAT)
Insurance claim administration charges (works organised over £500)	12% of total invoices (10% + VAT)
Non Resident Landlord (NRL) quarterly return submissions to HMRC	£120 (£100 + VAT)
Court or Tribunal Appearance	£360 per day (£300 + VAT)
Council Licence Applications (including compliance floorplans)	£270 (£225 + VAT)
Council Licence Renewals	£114 (£95 + VAT)
Commissions	Price
Approved Contractor Commission (taken directly from contractors)	15% of invoice charged (12.5% + VAT)
Conveyancing Referrals (taken directly from solicitors)	£120 (£100 + VAT)
Mortgage Referrals (taken directly from broker)	£120 (£100 + VAT)
Bills Included Packages – commissions vary due to number of persons per property and the level of package taken (taken directly from provider)	
Sales Fees	Price
Sole Agency	1.2% (1% + VAT)
Multiple Agency	1.5% (1.25% + VAT)
(percentage of sale completion price)	

Landlord Services	Lettings Services		Property Management Services		
	Essential Tenant Find Only	Elite Tenant Find Only	Rent Collection & Arrears Management	Part Management	Full Management
Explore our range of Landlord services, personalised to cater to the individual needs of Landlords. To find out more about our services, contact our Property Management team at landlord@patrobson.com Pat Robson Residential Sales, Lettings & Property Management	30% + VAT of the first month's rent - An advanced marketing and tenancy arranging service for those who wish to conduct their own viewings.	75% + VAT of the first month's rent - Let us find your tenants and compile your legal paperwork, then we will hand the rest over to you.	4% + VAT of the monthly rent (+tenant find fee) - Rent collection management services for Landlords who personally wish to oversee the rest.	7% + VAT of the monthly rent (+tenant find fee) - For those who still want involvement with their tenants, but we will take care of the more complex duties.	14% + VAT of the monthly rent (+tenant find fee) 12% + VAT for 3 or more properties - Let us take everything out of your hands with our all-inclusive service.
Market Appraisal	✓	✓	✓	✓	✓
Professional Photography	✓	✓	✓	✓	✓
Essential Referencing Checks	✓	✓	✓	✓	✓
Digital Marketing On patrobson.com	✓	✓	✓	✓	✓
Digital Marketing On Zoopla	✓	✓	✓	✓	✓
Legal Tenancy Paperwork	✓	✓	✓	✓	✓
Initial Rent Collection	✓	✓	✓	✓	✓
To Let Board		✓	✓	✓	✓
Accompanied Viewings		✓	✓	✓	✓
Negotiations With Tenants		✓	✓	✓	✓
Viewing Feedback		✓	✓	✓	✓
Marketing On Rightmove		✓	✓	✓	✓
Advanced Referencing Checks		✓	✓	✓	✓
Rent Reviews		✓	✓	✓	✓

Key Handover With Tenants		✓	✓	✓	✓
Direct Debit / Standing Order Setup With Tenants		✓	✓	✓	✓
Collection Of Rent – Daily Payment Run			✓	✓	✓
Arrears Chasing			✓	✓	✓
Annual Income & Expenditure Statement				✓	✓
Direct Point Of Contact For Tenants				✓	✓
Floorplan				✓	✓
Instructing Tenant Reported Maintenance (24/7 reporting)				✓	✓
Renewing Safety Certificates				✓	✓
Out Of Hours Service				✓	✓
Liasing With Landlord Contractors				✓	✓
Completion of HMO Licence Applications (chargeable)				✓ £95 + VAT Renewal £225 + VAT New Application	✓ £95 + VAT Renewal £225 + VAT New Application
Contacting Utility Companies & Council Tax dept At Beginning & End Of Tenancy					✓
Inventory Preparation (digital)					✓
Check-In Appointment					✓
Check-Out Appointment					✓
Periodic Inspections					✓
Ad Hoc Visits					✓
APHC summarising the condition of the property					✓
HMO Documentation Audit					✓

Meeting External Contractors For Access					✓
Serving Of All Legal Notices					✓
Refurbishment Management					✓
End Of Tenancy Works					✓
End Of Tenancy Deposit Communication					✓
Deposit Dispute Resolution & Release					✓
Deposit Registration					✓

Landlords...

Unlock 6 Months FREE* Property Management

*on all new instructions on our full management service, subject to a 12 month minimum contract.

Pat Robson 

Residential Sales, Lettings
& Property Management