

CONSUMER RIGHTS ACT 2015:



Residential Assured Tenancy Lettings

Landlord's Guide to Charges for Residential Lettings under the Housing Acts

Note: the firm's services are only offered on the basis of full management to retained, Portfolio Holding, Corporate and Trust Clients.

Description	Charges
Corporate & Portfolio Holding Clients on Full Management Basis	15% Gross Revenue inclusive of VAT
Trust Clients on Full Management Basis	12% Gross Revenue inclusive of VAT
Landlord's additional fee for documentation costs on the completion of the creation or renewal of Tenancy Agreements	£120 inclusive of VAT

Tenant's Guide to Charges for Residential Lettings under the Housing Acts

Description	Charges
First month's rent	In advance
Tenancy Deposit Limit (where chargeable at Landlord's discretion)	5 week's rent
Holding Deposit (where chargeable at Landlord's discretion)	Maximum one week's rent
Early termination when requested by the tenant	£30 inc. VAT and a charge not exceeding the financial loss experienced by the landlord
Utilities, communication services, TV licence and council tax	As agreed with service provider
Default charge for late payment of rent	Limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late
Default charge for replacement of lost key or security device	Equivalent to cost incurred
Changing the tenancy document after the commencement of the tenancy. Tenancy Contract Engrossments will be made available to prospective tenants prior to point of signature.	No charge

The following fees apply at the Landlord's discretion if the annual rent exceeds £100,000 or the property is occupied by a Company or the property is not used as a main or primary home

	Net of VAT
Check-in Fee checking and Inventory Review	£75
Tenancy Agreement Setup drafting and execution of document if supplied by us	£250
Administration Fee set up of monthly standing order for rental payments, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates	£50
Company Referencing Fee inc verification of details, credit check and Companies House check	£150
Individual Reference Fee (per person)	£50
Extension Agreements Fee negotiating and drafting extension to the fixed term	£100
Damage Fee checking replacement item with inventory and arranging for damage to be rectified on conclusion of tenancy	£75
Change of Sharer	£250
Arrears Fee	£25
Overpaid Rent Fee	£25
Pet Licence	£50
If there are any guarantors for the tenancy:	
Guarantor Referencing Fee inc verification of details, credit check, employer and accountant reference (if available)	£75
Deed of Guarantee Fee drafting Deed, negotiating clauses and executing document	£75

Rees Richards & Partners is regulated by RICS and covered by the RICS Client Money protection Scheme. The firm is also a member of the Property Ombudsman Redress Scheme. Copies of the firm's Complaints Handling procedure may be downloaded from the 'About Us' section of the website or upon request to, Druslyn House, De-la-Beche Street, Swansea, SA1 3HH. Telephone 01792 650705.

Payments by tenants for charges listed above may be made by cheque payable to 'Rees Richards & Partners' at the above address or by card via the firm's website www.reesrichards.co.uk by clicking on the 'Pay Us' button on the Home Page. Landlord's fees and charges are billed in accordance with the contract of Agency Appointment.