

Citylets fee's & pricing

Homes ; Residential, Family & Professional Rooms ; Student, Co-Living & HMO's

Fee	Info	Rooms	Homes
Complete	<p>Full service management package including:</p> <ul style="list-style-type: none"> • Rental valuation • Property marketing • Enquiry management • Accompanied viewing • Tenant Find • Move in and key collection • Rent collection • Tenant communications • Monthly statement • Maintenance communications • Maintenance action (max. spend) • Move in and move out inspections • In tenancy inspection • Move in and key collection • Out of hours maintenance • Certification management 	15 % + VAT	12 % + VAT
Support	<p>All tenancy and rental management with maintenance being passed over to owner. This includes:</p> <ul style="list-style-type: none"> • Rental valuation • Property marketing • Tenant Find • Rent collection • Tenant communications • Monthly statement • Move in and key collection • Check in and check out videos 	12 % + VAT	10 % + VAT
Marketing	<p>We are an open plan agency and enjoy various partnership formats and relationships. Whether working with other agencies to fill properties or introduce tenants, or offering listing & consultancy services for start up landlords who want more control over the day to day. We are keen to always explore these bespoke consultancy and marketing relationships. Get in touch!</p>	POA	
Filler	<p>Tenant find service</p> <ul style="list-style-type: none"> • Property marketing • Rental valuation • Enquiry management • Accompanied viewings • Booking form 	<p>Equivalent of..</p> <p>50% of 1st months rent (6 month tenancy)</p> <p>1 Months rent (12 month tenancy)</p>	£350 + VAT per tenancy

Management and Client Pricing (All prices are subject to + VAT)

Tenancy Package	<p>Full set up service package from point of tenant booking through to completed documents.</p> <ul style="list-style-type: none"> Tenancy agreement (6 month/12 month) Right to Rent checks Certification sign off 	<p>First tenancy Included</p> <p>£25 + VAT per tenancy thereafter</p>	
Photographs	In house- basic advertising photos and walk-through video viewing	Included	
	Professional partner photographs and floor plans, with optional staging	Price on request	
Online Listing	Advertising across the Citylets website, multiple third-party sites including OnTheMarket and RightMove. Support from our social media channels and comms set up.	Included in commission	
Deposit Registration & Holding	Registration of deposit with the Deposit Protection Service and creation/send of prescribed information. The deposit will be held until tenant vacates.	Complete	£15 + VAT
		Support	£25 + VAT
Inventory	In house- video based inventory prior to move in, with tenant sign off	Included	
	Professional partner inventory report- complete inventory package provided by 3rd party	Price on request	
Mandatory Credit Checks	Experian soft credit report on tenant and/or guarantor	£15 + VAT	
Additional Referencing	<ul style="list-style-type: none"> Linked Address, Identity & Fraud Information CCJs, Decrees, and other court information Previous Landlord Reference Income & Employment Check 	£25 + VAT	
Metre Reads	If unable to acquire from tenants, a team member will photograph the relevant property metres.	1 Property	£25 + VAT
		2+ Properties	£15 + VAT Per property
Withdrawal Fee - before letting	If the property is withdrawn from the market prior to a let being agreed with CityLets	£250 + VAT	

Withdrawal Fee - during management	The cost to break contract at any time, with a 30 day notice period.	All commissions for existing fixed term tenancies (including signed future tenancies). With a minimum of £300 + vat per tenancy (Rolling tenancies will be subject to the minimum)
Tenancy Hand Over	If withdrawing from management and retaining the tenant. This cost covers the administration costs to supply all tenant documents and introduction and comms to manage the handover process. (This is additional to the withdrawal costs noted above)	£100 + VAT Per tenant admin
Tenancy Hand Over - Additional services	This will include a check out inspection of rooms at point of handover and support with transfer of deposits to new agent or personal accounts. Including supply of move in videos.	£100 + VAT Per tenant admin
Rental Review	A property visit and walk through gauge current rental value. Supply of a base rate and list rate with some guides and suggestion to increase returns.	Included
Formal Rental Valuation	This is most used for remortgaging, purchasing or formal purposes. This will include a visit to the property to ascertain potential rental value and a formal letter will be supplied on headed paper with all relevant information. This service is available for unmanaged properties as well.	£250 + VAT
Rent Increase	This includes a rental valuation, tenant communication and formal serving of relevant section 13 notice.	£50 + VAT
Fixed Term Renewal	At the end of a fixed term tenancy we will negotiate and rebook on a further 6 or 12 months agreement	£25 + VAT
Deposit Dispute	If a dispute is raised against charges by the landlord or tenant, Citylets will support in communication and submission of said charges and process. For support management, this will only be pursued if photographs and invoices are supplied of completed works.	£250 + VAT

Arrears and Formal Notices

Initial late payment activities	For a late payment the initial activities will include 2x telephone calls 2x written reminders This process will not exceed one week.	Included	
Formal Arrears Chasing	If a tenant is late on rent payments beyond the standard included chasing or support is required in negotiating payment plans. All reasonable costs you incur will thereafter be charged on to the tenant. This process is automatically started for any late payments.	Calls	£10 + VAT
		Written	£15 + VAT
		Property Visit	£35 + VAT
Possession Notice + Support services	The serving of relevant section notices including: <ul style="list-style-type: none"> • Section 21 and section 8 notices • Creation and filing of relevant notices • All tenant communications around sections • Follow up to delivery and serving 	£100 + VAT	£250 + VAT (If an inherited tenant or external)
Court Support	The raising of small claims, court possession orders or other additional court fillings	£100 + VAT	£250 + VAT (If an inherited tenant or external)
Administration Support	The use of the administration team to perform task outside of standard management packages. This may include but not be limited to: <ul style="list-style-type: none"> • Supply of additional paperwork and tenant documents • Liaising with external contractors or parties for notice, keys or other matters • Supply of additional financial information or adjusted payments • Payments outside of management period • Raising of invoices for damages or recharging of landlord costs • General administrative support 	£30 Per hour + VAT (Minimum of 1 hour charge)	

Maintenance and Property

		Complete	Support
Arranging of minor works	Minor works includes maintenance and tasks that do not require a quote or non-standard contractors. (Non-skilled labour, plumber, electrician, and pest control)	Included	£50 + VAT
Arranging of major works	Major works refers to the organising and management of any property-based tasks that require a quote or use of non-standard contractors This includes the organisation and follow up to works.	£50 + VAT Per job invoice	£150 + VAT Per job invoice

Certification

We work with a range of contractors to support in upright and correctly certified properties. The prices below include your certification and the organisation and management of the process via the CityLets team. We will schedule and arrange all works and contact existing tenants for notice and ensure any follow up is carried out.

A selection of these are only required in certain sized properties and we will advise accordingly

Gas Safety	£100 + VAT
EPC	1-4 Bed £75 + VAT 5-10 Bed £95 + VAT 10 + Bed £110 + VAT
PAT Testing	£50 + VAT
EICR	£100 + VAT
Fire Risk Assessment	Up to 7 beds £200 + VAT 7 + Beds £250 + VAT
Fire & Emergency Lighting Checks	£75 + VAT
HMO Application	Cost of HMO License £150+ VAT Admin time