

PRICE GUIDELINES

Effective 1st June 2020

LANDLORD'S LETTING SERVICE	FEES	
	INCLUDING VAT	EXCLUDING VAT
MANAGED SERVICE		
Initial market appraisal and professional advice resulting in an accurate assessment of your property		
Advice on housing legislation, safety regulations and legal aspects of the tenancy		
Advice on presentation with the aim to have a high quality property which lets to the best possible tenant in a timescale to suit you		
Preparation of marketing material including room details, measurements, photographs and floorplan		
Prominent marketing including displays on our website, Rightmove & Facebook. Also mail matching and window displays		
Prominent Grisdales "to let" and "let by" boards (unless instructed otherwise by you)		
Accompanied viewings by a member of our experienced lettings team		
Careful tenant selection based on your specific criteria including Right to Rent checks		
Outsourcing to professional reference company for tenant references including credit check		
Collection of Holding Deposit from tenant and appropriate administration of this		
Full safety check to ensure the property is safe prior to letting		
Drafting tenancy agreement and relevant documentation and arranging for it to be signed by landlord and tenant through DocuSign	• Set Up Fee £180	• Set Up Fee £150
Preparation of Inventory of Contents and Schedule of Condition and arranging for it to be agreed by the tenant		
Submission to tenant of legal documentation including Right to Rent guide, EPC, gas and electrical certificates, DPS Prescribed Information	• 16.2 % of rent collected per calendar month, subject to a minimum of £72	• 13.5 % of rent collected per calendar month, subject to a minimum of £80
Collection of first months rent		
Collection of damage deposit and registration with DPS		
Release of keys to tenant		
Payment of rent to landlord including electronic income and expenditure statement		
Transfer of utility accounts to tenant's name		
Collection of rent and monitoring of arrears throughout the tenancy		
Preparation of annual tax statements	• References £48 per person	• References £40 per person
Compliance with HM Revenue and Customs regarding overseas landlord tax regulations (if appropriate)		
Regular property management inspections including electronic report with photographs emailed to you		
Reviewing rent and negotiating rent increase and service of Section 13 if required		
Negotiations with both parties regarding tenancy renewals or changes and issue and signing of all documentation as required by law		
All tenancy related issues and questions from landlord and tenant are dealt with		
Full compliance of all safety throughout the duration of the tenancy		
Service of Form 6A (subject to additional fee) or receiving Notice to Quit from tenant		
As soon as notice is received advice on remarketing including presentation and open market rent review and immediate remarketing		
Issue of guidance notes & on site discussion as to how the best the tenant should return the property to avoid deposit deductions		
On-site check out inspection and negotiations with landlord and tenant regarding the return of the deposit		
Dealing with end of tenancy dilapidations: obtaining quotes, agreeing with tenant, instructing and inspecting work, paying invoices etc		

Advice to landlord if necessary regarding any potential claim through the DPS if agreement cannot be reached with the tenant		
Transfer of utilities back to landlord		
Full compliance throughout the tenancy of approximately 150 pieces of lettings and housing legislation		
Dealing with all tenancy related repairs and maintenance throughout the duration of the tenancy (subject to your instructions)	14.4% of work completed	12% of work completed
RENT COLLECTION SERVICE	INCLUDING VAT	EXCLUDING VAT
Initial market appraisal and professional advice resulting in an accurate assessment of your property		
Advice on housing legislation, safety regulations and legal aspects of the tenancy		
Advice on presentation with the aim to have a high quality property which lets to the best possible tenant in a timescale to suit you		
Preparation of marketing material including room details, measurements, photographs and floorplan		
Prominent marketing including displays on our website, Rightmove & Facebook. Also mail matching and window displays		
Prominent Grisdales "to let" and "let by" boards (unless instructed otherwise by you)		
Accompanied viewings by a member of our experienced lettings team	• Set up fee £180	• Set up fee £150
Careful tenant selection based on your specific criteria including Right to Rent checks		
Outsourcing to professional reference company for tenant references including credit check	• 12% of rent collected per calendar month, subject to a minimum of £48	• 10% of rent collected per calendar month, subject to a minimum of £40
Collection of Holding Deposit from tenant and appropriate administration of this		
Full safety check to ensure the property is safe prior to letting		
Drafting tenancy agreement and relevant documentation and arranging for it to be signed by landlord and tenant through DocuSign~		
Preparation of Inventory of Contents and Schedule of Condition and arranging for it to be agreed by the tenant		
Submission to tenant of legal documentation including Right to Rent guide, EPC, gas and electrical certificates, DPS Prescribed Information	• References £48 per person	• References £40 per person
Collection of first months rent		
Collection of damage deposit and registration with DPS		
Release of keys to tenant		
Payment of rent to landlord including electronic income and expenditure statement		
Transfer of utility accounts to tenant's name		
Handover of all documentation and tenant's information to landlord for managing throughout the duration of the tenancy		
Collection of rent and monitoring of arrears throughout the tenancy		
Preparation of annual tax statements		
Compliance with HM Revenue and Customs regarding overseas landlord tax regulations (if appropriate)		
LET ONLY SERVICE	INCLUDING VAT	EXCLUDING VAT
Initial market appraisal and professional advice resulting in an accurate assessment of your property	• Set up fee £180	• Set up fee £150
Advice on housing legislation, safety regulations and legal aspects of the tenancy		
Advice on presentation with the aim to have a high quality property which lets to the best possible tenant in a timescale to suit you	• 90% of first month's rent collected	• 75% of first month's rent collected
Preparation of marketing material including room details, measurements, photographs and floorplan		

Prominent marketing including displays on our website, Rightmove & Facebook. Also mail matching and window displays	subject to a minimum £600	subject to a minimum £500
Prominent Grisdales "to let" and "let by" boards (unless instructed otherwise by you)		
Accompanied viewings by a member of our experienced lettings team	<ul style="list-style-type: none"> • References £48 per person 	<ul style="list-style-type: none"> • References £40 per person
Careful tenant selection based on your specific criteria including Right to Rent checks		
Outsourcing to professional reference company for tenant references including credit check		
Collection of Holding Deposit from tenant and appropriate administration of this		
Full safety check to ensure the property is safe prior to letting		
Drafting tenancy agreement and relevant documentation and arranging for it to be signed by landlord and tenant through DocuSign~		
Preparation of Inventory of Contents and Schedule of Condition and arranging for it to be agreed by the tenant		
Submission to tenant of legal documentation including Right to Rent guide, EPC, gas and electrical certificates, DPS Prescribed Information		
Collection of first months rent		
Collection of damage deposit and registration with DPS		
Release of keys to tenant		
Payment of rent to landlord including electronic income and expenditure statement		
Transfer of utility accounts to tenant's name		
Handover of all documentation and tenant's information to landlord for managing throughout the duration of the tenancy		
INTRODUCTION ONLY SERVICE		
Advice on housing legislation, safety regulations and legal aspects of the tenancy		
Advice on presentation with the aim to have a high quality property which lets to the best possible tenant in a timescale to suit you		
Preparation of marketing material including room details, measurements, photographs and floorplan	£420	£350
Prominent marketing including displays on our website, Rightmove & Facebook. Also mail matching and window displays		
Prominent Grisdales "to let" and "let by" boards (unless instructed otherwise by you)	<ul style="list-style-type: none"> • References £48 per person 	<ul style="list-style-type: none"> • References £40 per person
Accompanied viewings by a member of our experienced lettings team		
Careful tenant selection based on your specific criteria		
Outsourcing to professional reference company for tenant references including credit check		
Transfer of tenant's information to landlord for onward administration of all legal documentation		
OTHER SERVICES	INCLUDING VAT	EXCLUDING VAT
Rental valuation for legal/professional purposes	£180	£150
Energy Performance Certificate and Floor plan	£144	£120
Gas Safety Inspection Certificate	£120	£100
Gas Safety Inspection Certificate with Service	£150	£125
Electrical Safety Inspection Certificate	£150	£125
References for prospective tenants	£48	£40
Renewal of Tenancy Agreement	£150	£125
Preparation of Tenancy Agreement inc variations of existing T's & C's	£210	£175
Preparation of Inventory of Contents and Schedule of Condition	(please ask for fee as this varies)	
Property Inspection – Report and Photos	£120	£100

Rent Increase	£24	£20
Additional property visits including those for insurance purposes	£36	£30
Copy documents e.g. statements, tenancy agreements, inventories	£60	£50
Serving Notice to Quit to tenant	£120	£100
Deposit Registering Service (DPS) – held in Grisdales DPS account	£30	£25
Deposit Transfer Fee from Grisdales to Landlord's deposit account	£36	£30
Cost of Dispute handling with DPS	£90 + disbursements	£75 + disbursements
Routine repairs & maintenance	14.4% of work completed	12% of work completed
Refurbishments and Improvement Work	18% of work completed	15% of work completed
Rent Guarantee Insurance		£20 per month no VAT
Fee for administering Zero Deposit Guarantee per month	£3.60	£3
Insurance Claim Handling	24% of work completed	20% of work completed
Key holding service – cost per month (except managed properties)	£6.25	£5