

# CJT Property Management Ltd

## **LANDLORD FEE STRUCTURE**

Management fee per calendar month	10% of Monthly Rent
Managed tenancy set-up fee to locate and secure a tenant, full reference, prepare all tenancy documentation, check in and post move in administration	£270.00
Deposit registration with the TDS (one off charge at the tenancy commencement)	£20.00
Letting Only set up fee for tenant find including referencing, tenancy documentation, check in and post move in administration, landlord to manage tenancy from move in onwards	<b>90% of one month's rent</b>
Tenant find only – viewings and referencing only, landlord to manage tenancy from referencing onwards	<b>50% of one month's rent</b>
Tenancy Renewal Agreements cost to Landlord on a fixed term renewal	£60.00
Inventory/Schedule of Condition - The cost of the inventory/schedule of condition is variable depending on the type and size of the property and whether it is furnished	From £100
Gas Safety Inspection*	From £55
Electrical Installation Condition Report*	From £140
Portable Appliance Testing (depending on number of items)*	From £30
Preparation of an Energy Performance Certificate if required	£55.00
Preparation of Legionella risk assessment if required/requested*	£120.00
Tax -Non-Exempted (Non- Resident) Landlords. Charge per quarter/per property for submission of quarterly/annual returns/final certificate	£60.00

Provision of annual statement of income under Para1 of Schedule 23 Finance Act 2011 or provision of consolidated statements for tax return purposes (or part year thereof)	£18.00
Insurance Claim For claims exceeding £100 - a charge based on the total of any claim if you wish us to act	12% of claim amount
Empty Properties/ Void Period/ House Sitting/ Inspections	From £30
Where a claim on the deposit is made via the Alternative Deposit Resolution of the TDS a one-off charge will be made for the collation and submission of evidence	£120.00
Court attendance by the hour as required	£36.00

\*These fees are estimates and any additional items needed to be tested e.g. a gas fire may incur additional charges from our contractors.

We do not charge VAT and will confirm in writing if this changes. Our contractors may charge VAT where applicable on repairs, risk assessments or certification. Where applicable VAT is included in the charges set out above.