

PRE-LETTING CHECKLIST

- Ensuring the property is safe and clean.
- Arranging an EPC (Energy Performance Certificate)
- Check if your property requires a Landlord Licensing
- Carry out a Right to Rent Checks (immigration)
- Give your tenant how to rent booklet
- Check your prospective tenant's reference and credit History
- Arrange a Gas and Electricity Safety Certificate
- Arrange an appropriate tenancy agreement (contract)
- Apply for a landlord insurance (to protect your property)
- Protect your tenant's Deposit in a government-approved scheme
- Serve prescribed information of Deposit
- Conduct a professional inventory and take signatures

Letting Agent Fees & Charges (checklist)

If no particular fee is charged insert "none" _____

Insert the amounts of any charge payable where applicable the percentage.

*Delete as appropriate

Initial charges

1. Fixed charge to the landlord for arranging a letting (if any) £_____
2. Commission charged to the landlord for arranging a letting [____]% of rents receivable based on a period of [_____] months.

3. Administration charge for arranging a letting

Landlord - £_____ Tenant - £_____

4. If the instructions are only a tenant finder fee what is the fee agreed on £_____

List of services covered by any administration charge

Administration charge relating to deposit protection.

Landlord - £_____ Tenant - £_____

Charge for arranging a guarantee (if required). Landlord £_____ Tenant - £_____

Inventory fees payable by Landlord - £_____ Tenant - £_____

The following Letting Agent's Fees and Charges cover ongoing charges for management, renewals, of tenancies, changes during tenancy and termination of tenancy associated costs.

Ongoing charges for management

1. Fixed charge to the landlord for management of the property (if any) £_____ Payment frequency is:- monthly/quarterly/half-yearly/annually*

2. Commission payable by the landlord for managing the property [_____] % of rents actually received/receivable's

Renewals

1. Charges to landlord for renewing tenancy when it expires with the existing tenant renewing (if any) £_____ Commission _____ % of rent for _____ months.

2. Charge to existing tenants for renewal of the existing tenancy.

3. If re-letting the property when it is vacant are the charges the same as those itemised above under the initial charges Yes/No* If not, specify any difference in charges.

4. Charges to the landlord if renewal is affected where at least one tenant remains, but a new tenant/s is/are introduced. Fixed fee (if any) £_____ Commission _____ % of rent for _____ months.

5. Charge to a tenant if at least one of the existing tenants continues and a new tenant/s Is/are introduced £_____

Assignment of tenancy/transfer of tenancy where it is ongoing

Charge to the landlord for assignment of tenancy £_____

Charge to the tenant for assignment of tenancy £_____

Charges during tenancy

1. Charges for arrears letters and or notification.

Landlord - £_____ Tenant - £_____

2. Charges for letters/notification relating to other tenancy breaches Landlord £__

Tenant £__

3. Charges for statutory notices, e.g. Section 21 or Section 8 (the charge for one notice)

Landlord £__ Tenant £__

4. Charges for returned unpaid cheque's and failed credit card transactions

Landlord £__ Tenant £__

5. Charges for inspections of let property with written report and photo's if applicable.

Landlord £__ Tenant £__

6. Charges for inspections of let property brief inspection without written report or photo'
£___

Where a tenant has to pay a charge for an inspection please state circumstances in which tenant is required to pay: _____

7. Interest charges payable on late payments.

1. Charges for failure to return keys/change locks Landlord £___ Tenant £___

2. Charges for call outs landlord - £___ Tenant £___

3. Other charges (please specify with amounts)

Costs relating to Termination of tenancy

1. Fee for inventory on tenancy termination. Landlord £___ Tenant £___

2. Any charges for releasing of tenants deposit Landlord - £___ Tenant £___

Tenancy deposit dispute adjudication charges for administering the process
Landlord - £___ Tenant - £___

Miscellaneous services/charges

Please detail any other charges for services which are not referred to above including amount and circumstances when payable.

Landlord - £___ Tenant - £___