

There are various fees and charges associated with renting your property. We like our clients to be aware of all the charges in advance. For further information on each service please visit our website or ask your local office for a copy of our 'landlord's letting guide.' For convenience we have listed our fees inclusive of VAT.



This Document is to be used in conjunction with Stanford's full Lettings Terms and Conditions

## Standard Service

### Let Only

10% of the tenancy period +VAT (12% Inclusive)

- Subject to a minimum fee of £1,000 +VAT (£1200)
- Annual renewal charge £500 +VAT (£600)

Advertising and marketing online and in branch, Landlord advise and support, accompanied viewings and feedback, negotiating terms, tenant ID verification.

## Premium Service

### Full Management

10% +VAT per month (12% Inclusive)

- Subject to an upfront fee of £1,000 +VAT (£1200)

As above, with full management service, dedicated property manager, arranging of repairs and negotiating with contractors, keyholding service, periodic property inspections, check out administration, account handling and HMRC NRL reporting.

## Additional & optional fees and charges

### Legal Pack For Renewed Tenancies on Premium Service

£416.67 +VAT (£500)

Includes the drafting of a new AST, rent review, references, updated Right to Rent status and necessary legal notices and accompaniments.

### Pre-Tenancy Works

12% of the costs of work

Should Stanford Estates be required to arrange and manage additional repair/decorative works on your behalf, prior to the start of a tenancy, a handling fee of 10%+VAT of the total works cost will be applicable. Fee is to be paid prior to commencement of works.

### Deposit Protection

£240

Chargeable on our Standard Service.

## Key Cutting

£24

Please note this excludes collection of security keys, such as Banham, that requires the travel outside of a 2 mile radius of the instructed office.

## Post Forwarding

£60 plus the cost of postage.

## Proof of Ownership

£12 Electronic copy of title deed from the Land Registry on your behalf.

## Tenancy Withdrawal

£240 plus 1 weeks rent

Should you decide to withdraw from the letting of the property, following the acceptance of tenants and completion of satisfactory references, you as the landlord will be liable to pay a withdrawal fee.

## Void Period Management

£120 per month

Only applicable to All In - Should a landlord require Stanford Estates to periodically visit a property during a void period, the above charge will apply and is subject to a minimum charge of £100+VAT.

## Preparation of Notices

£60 Chargeable on the LITE and SECURE services.

## Accompanying External Contractors

£60+VAT (£72)

If a landlord chooses to directly instruct a contractor for any reason, and a member of staff is required to attend, a fixed charge is applicable. Please note this is subject to a maximum attendance of 2 hours.

## Sale to Tenant

1.2%

If at any time, a tenant found by Stanford Estates purchases the property (whether negotiated by Stanford Estates or not), the above fee will be due as percentage of the contract price.

## Court Attendance

£600 daily rate

In the unlikely event that Stanford Estates are required to stand as a witness in court for any reason, the above charge will apply per representative.

## Third Party Services

Subject to contractors own charges

Where Stanford Estates are asked to arrange for third party services, i.e. inventory, professional clean, gas safety certificate, etc... we will provide you with a quote from the relevant contractor.

**Please note:** All examples of fees inclusive of VAT are based on the current VAT rate of 20%. Any increase in VAT will automatically apply and the examples above will become invalid.

# Confirmation of Instruction

Stanfords  
sales & lettings —

## Landlords

[www.stanfordestates.london](http://www.stanfordestates.london)

Continuing on from our terms & conditions overleaf the following information is required in order to Normalise the agreement.

### Property details

Property Details:

Landlord's name (s):

Landlord's UK address:

### Primary Landlord's Contact details

Mobile:

Landline:

Email:

### Please select the service you require

#### Standard

Let Only

#### Premium

Full Management

### Landlord's Bank details

Account Name:

Account no:

Sort Code:

### Please confirm your residential status during the tenancy

I will be living in the UK

I will be living abroad

If abroad, please provide an overseas  
correspondence address:

If moving abroad have you applied to HMRC  
for an NRL number:

### Further Terms Agreed:

Stanford Estates are members of The Property Ombudsman, Tenancy Deposit Scheme & The Association of Residential Letting Agents and abide by their codes of practice. You agree that we may disclose information in relation to you or your property if requested by the regulatory bodies to assist in their monitoring of our compliance with the Code of Practice.  
Stanford Estates is the trading name of Robert Stanford Estates LTD Registered address: 2a Dartmouth Road, London, SE23 Registered in England No. 05726026

- I/We confirm that the information provided is accurate and we have read understood and accept the Terms & Conditions and wish you to undertake the Letting/Management of the property as per the terms & conditions and subject to the confirmation of instruction.
- I/We confirm that we have permission from all relevant parties for the letting/management of the property.
- I/We confirm that we will provide Stanford Estates with 'proof of ownership' and consent to them obtaining and charging for their own proof if we are unable to.

SIGNED

DATED