

**Watlington**

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**Henley**

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**Benson**

T 01491 839939

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**Landlord Fee Structure for Renewals**

 1<sup>st</sup> December 2020 – All costs quoted include VAT

Let Only		1 month's rent
Letting and rent collection		9.60%
Full Management		12.00%
Minimum fee in all cases		£720.00

**Tenancy Set up and Administration Costs**

Tenancy set up fee		£180.00
References – per person		£48.00
Landlord ID checks per person	One off cost	£12.00
Land Registry Title Search	To prove ownership	£24.00
Withdrawal from Tenancy	Plus G&P costs and Tenant costs	£300.00
Register deposit with TDS	Per annum	£30.00

**Tenancy Renewal Costs / Rent Increase**

Tenancy renewal / rent increase	Full management / Rent collection	£180.00
Tenancy renewal / rent increase	Let only	£300.00

**Inventory Costs – To be provided by the independent inventory clerk**

Inventory make	Depends on size – price on application
Inventory check in	Depends on size – price on application
Inventory check out	Depends on size – price on application
Admin charge will apply with let only	£30.00 in each case

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**Other Costs:**

Will apply in the following cases:

- Full management – where the property is vacant
- All letting and rent collection properties
- All let only properties

These costs will typically apply in respect of the following items: arranging EPC's, Gas Safety Certificates, Electrical Inspections and remedials, cleaning, arranging inventories (Let only), smoke detectors and carbon monoxide detectors, duplicate keys, property visit & report.

Fixed charge per item	Plus costs	£30.00
Per hour (where more than ½ hr required)	Plus costs	£60.00

**Other costs – applicable to all properties / tenancies**

TDS Dispute Administration Fee or for Court hearing	Plus costs	£60.00 per hour Min charge £180.00
Consultancy and serving notices	Plus costs	£60.00 per hour Or fixed cost by agreement
Obtaining estimates and supervision of works over £3,000		On application
Rent guarantee & legal protection insurance		On application
Duplicate statements / photocopying		On application
Sales commission where tenant buys property		1.2% of the purchase price including fixtures and fittings

**Holding Deposits:**

Applicants are required to pay a holding deposit to secure a property. Where a holding deposit has been paid and the tenancy does not proceed due to the tenants failing referencing due to non-disclosure of relevant facts, or they otherwise withdraw, the tenant will lose their holding deposit. Where the landlord suffers material loss as a result, Griffith & Partners will pass the holding deposit to the Landlord after deduction of direct costs incurred, usually being the referencing costs.

**Contested Possession Proceedings:**

In the majority of cases, tenants will vacate following the service of Notice of Possession. Where a tenant is in major breach of their tenancy, or otherwise declines to vacate following Notice of Possession, we recommend engaging a solicitor to act on your behalf. We can obtain Rent Guarantee and Legal Protection Insurance at the start of the tenancy on your behalf, where the tenant passes the referencing process; costs available on application.

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