

**Admiral Estates: Charges Payable to the Agent (All charges are subject to VAT at the prevailing rate)**

Admiral offer a range of full management services between 8% and 12%, depending on how much work we are required to do to manage your property properly, how much involvement you require and how much maintenance is needed etc. For example: What you actually want us to do? / What is important to you.

Not all letting agents are the same. Finding the right tenant for your property is important. However, Proper handling of the complex and ever increasing tenancy legislation associated with The Landlord and Tenant Act 1962 and 1985 has become increasingly demanding.

Issues surrounding (but not limited to): EPC's / Gas Safety Certificates / Deposit Protection / Prescribed Information / Relevant Persons / Water Risk Assessments / GDPR / Periodic Electrical Inspections / Right To rent – Passport and Visa Inspections etc. etc. have become increasingly complicated.

We believe that choosing a qualified, certified agent who carries out the conveyancing of your property under the Law of Property Act 1925, who complies with the industry's complex legislative requirement and does not expose you to any of the dangers / fines associated with non-compliance is much more important than how cheap they are.

We are proud that we understand the law, are fully compliant with legislation and can offer you a genuine full management service. Some agents may not. They may well be the cheapest because they may not comply with some or any of the rules.

We do things properly so you don't have to worry. We do not cut corners and believe that we offer the best value and service available Cambridge today.

Please see below for a summary of our fees.

As above, what you pay is not what matters. All agents look the same on the surface but what do you actually get for your money?

Item	Summary of Charges
Introduction Only Service:	£400 (plus VAT) payable for each letting where the tenant is introduced through the Agent
Tenant Find Service	Fee of One Month's Rent (plus VAT) payable for each letting where the tenant is introduced through the Agent
Letting and Rent Collection Service	7 to 11 % * (plus VAT) of the rent received, deducted by the Agent
Full Management Service	8 to 15% * (plus VAT) of the rent received, deducted by the Agent
	* (Exact % by agreement, subject to type of property and service level required)
Set Up Fee	£300 + VAT (includes Tenancy Agreement and Utilities Transfer)
Inventory & Schedule of Condition	From £120 +VAT
Landlord Checkout Fee:	£80 + VAT
Tenant Check In:	£80 + VAT
Tenant Check out:	£80 + VAT
Void Period Property inspections	£45 + VAT
Property visits at the landlord's request	£45 + VAT
Deposit Registration + Supply of Deposit Prescribed Information	£95 + VAT
Tenancy Deposit Resolution	£95 + VAT
Tradesman Bills: Organisation/ Supervision/Payment Admin:	10% margin on final bill Minimum charge £5 per item.
Professional hourly rate: Charged by the Agent when required to carry out any additional services	£75 + VAT
Major works fee:	Quotations available on a project by project basis.
Overseas Landlord Quarterly Tax Submission (Non-Registered Landlords):	£45 + VAT
Non-Resident Landlord Scheme- HMRC Registration	£45 + VAT
Insurance Claim Admin/Management	10% margin on claim value
Landlord Gas Safety Certificate	From £120 +VAT
Energy Performance Certificate	£95 + VAT
Periodic Electric Testing	From £150
PATS Testing (all portable electric appliances installed)	Small add-on cost to periodic electrical test, subject to number of appliances.
Legionella – Water Risk Assessment	£120 + VAT
Smoke / Carbon Monoxide Alarms	From £45 to £150+ (Fitting Cost Extra)
Inventory Updates	From £60
Carpet Cleaning Pre-Tenancy	£120 - £200
Chimney sweeping Pre-Tenancy End Tenancy	£70 to £100
Key Cutting:	Invoice Value plus £12.00
Shopping Fee	Invoice Value plus £40.00
Property Sales	
Early Determination Fee	£600.00
Should the Landlord sell the property with the tenant in situ then the Landlord agrees to pay Admiral Estates an early determination fee. (This fee is waived if Admiral Estates are instructed to sell the property.	
Sale of the Property to a tenant or third party The introduction of a buyer (the tenant or third party), subject to contract, and issue of the Memorandum of Sale . Payable on completion of sale	1.0% of the sale price
The cost of any overseas calls faxes and redirected of mail on behalf of the landlord shall be recoverable.	
Minimum Fee:	If a tenant is found for the property and suitable references have been obtained under the Landlord's instructions and the landlord does not proceed with the letting for whatsoever reason, a minimum fee of £400 is payable to the agent for works undertaken.  Where the Landlord cancels the Agent's instruction to provide a management service, the Landlord will pay a final fee based upon agreed monthly commission rate for a period not exceeding six months from the commencement date of the tenancy
VAT is payable at the prevailing rate on all our fees.	