

# ProCities' Fee Schedule

## For Residential Landlord / Property Owner



### For Property Sale:

London Residential	<b>Sales commission:</b> (Minimum commission: £1,500)	
	Sole agency	1.50%
	Joint agency	1.75%
	Multi-Agent	2.00%
	<b>Lettings Commission:</b>	
	Letting and management	12.50%
	Letting ONLY	8.00%
	Management ONLY	8.00%
	No upfront administration charges	

### For Residential Landlord:

Chargeable events and comparison key items of Letting Only Service, Management Only Service and Letting & Management Services

Services	Letting Only Service	Management only Service	Letting & Management Services
<b>Letting &amp; Management</b> , find tenant and manage property (deduct from monthly rental)	NA	NA	12.5 %
<b>Letting only</b> , Find Tenant only (payable upon tenant agreement signed)	8% of total rent, including VAT	NA	NA
<b>Management only</b> , manage property only (payable upon signing agreement)	NA	8% of agreed total rental value	NA
Market appraisal	included	NA	included
Internet marketing	included	NA	included
Letting Schedule	included	NA	included
Accompanied viewings	included	NA	included
Obtain tenant reference & right to rent check	included	NA	included
Lease preparation	included	NA	included
Organizing where necessary, repairs and routine maintenance work.	NA	included	included
Inventory preparation for Check in (to be paid by the Landlord)	(by landlord)	(by landlord)	included
1-Bed	£100	£100	
2-Bed	£125	£125	
3-bed	£150	£150	
4-Bed	£175	£175	
5-Bed	£200	£200	
Inventory preparation for Check out; assessing any dilapidation, deducting any costs incurred therewith from the tenant's deposit (fair wear and tear excepted)	(by landlord)	(by landlord)	(by Tenant):
1-Bed	£100	£100	£100
2-Bed	£125	£125	£125
3-bed	£150	£150	£150
4-Bed	£175	£175	£175
5-Bed	£200	£200	£200
Utilities notification & Council Tax	£ 50	£ 50	included
Collection of security deposit and place under Deposit Scheme	£ 50	£ 50	included
Rent collection, accounting for rent on a monthly basis; notice of non-payment of rent	3% of monthly rent	3% of monthly rent	included
Non-Resident Landlords Tax admin fee	£ 30	£ 30	£ 30



<b>Negotiation and arrangement with existing tenant for lease extension, if required, payable upon signing of lease extension</b>	<b>8% of total rent</b>	<b>8% total rent</b>	<b>included</b>
<b>Others</b>			
Energy Performance Certificate, if required	£100	£100	£100
Landlord's Gas safety Certificate, if required	£ 80	£ 80	£ 80
Electrical testing (every 5 years), if required	Subject to quotation	Subject to quotation	Subject to quotation
Key duplication, if required	£7.50 each	£7.50 each	£7.50 each
Insurance Claim, if required (for liaison with insurer, landlord and tenants)	£35 per hour Minimum £100	£35 per hour Minimum £100	£35 per hour Minimum £100
Professional cleaning, if required	Subject to quotation	Subject to quotation	Subject to quotation
Landlord Property & Content Insurance, if required (highly recommend)	Subject to quotation	Subject to quotation	Subject to quotation
Home Emergency Cover, if required (highly recommend)	Subject to quotation	Subject to quotation	Subject to quotation
Rent & Legal Expense Guarantee, if required (highly recommend)	Subject to quotation	Subject to quotation	Subject to quotation
Other Services, if required	Subject to quotation	Subject to quotation	Subject to quotation

#### For Hand-Over / Inspection:

We will conduct the snagging inspection on behalf of owners as much of their property as safety will allow. This will include all accessible surface areas and floors. We will not assess areas which are unreachable or undercover.

Property Type	Charge
Studio - 1 Bedroom Flat	£ 130
2 Bedroom Flat	£ 150
3 Bedroom Flat	£ 175
4+ Bedroom / House	£ 220

\* Currently we are not VAT registered

\*\* Client money are credited to our ring fenced Client Deposit Account. We are not subscribed additionally to a CMP insurance scheme

We will treat customer fairly and try to provide a transparent fee scale for your comparison. This fee schedule is subject to review from time to time to reflect the updated market situation and the change of law. The schedule is reviewed every three months. The latest fee schedule will be published on our website.

**Complicated and urgent case:** For complicated case or urgent case, we reserve the right to charge a higher fee. But we will reach agreement with the customer first before chargeable service commence. In response to market conditions and the change of law, all charges are subject to change of market conditions from time to time.

