

Harrisons Homes Estate Agents Ltd

Lettings Terms of Business

Introduction

At Harrisons Homes, we pride ourselves on offering a transparent and supportive lettings service. Our aim is to ensure that landlords feel confident and well-informed throughout the letting process. We manage everything from marketing your property to rent collection and ongoing tenant support, depending on the level of service you choose.

Lettings Service Options

All fees are inclusive of VAT at the prevailing rate (20%).

Service	Setup Fee	Ongoing Fee
Let Only		100% of first month's rent, minimum £750
Rent Collection	£360.00	10% of monthly rent
Full Management	£360.00	14% of monthly rent
Full management with rent guarantee	£360	17%

Description of Services

Let Only – For the hands-on landlord.

Includes property marketing, viewings, tenant selection, referencing, agreement preparation, and initial rent and deposit collection.

Rent Collection – For landlords seeking peace of mind.

Includes everything in Let Only, plus daily rent collection, deposit registration, arrears management, and tenancy renewal negotiation.

Full Management – For hands-off landlords.

Includes everything in Rent Collection, plus property inspections, maintenance coordination, compliance checks, legal notice serving, and ongoing tenant communication.

Full Management Plus – Fully protecting your investment

Includes everything, plus Full Rent Guarantee Policy with NO EXCESS and £100,000 of Legal Expenses/Eviction Cover, giving you complete peace of mind that you will always receive your rent even if your tenant cannot pay

Additional Services

RENTAL VALUATIONS FOR MORTGAGE PURPOSES - £120.00

VISIT TO PROPERTY NOT RELATED TO MARKETING - £60.00

ADDITIONAL ROUTINE VISIT CHARGE - £90.00

CUTTING OF KEYS ADMINISTRATION CHARGE (plus the cost of the keys) - £48.00

POST REDIRECTION (per package) - £24.00

ARRANGEMENT OF WORKS EXCEEDING £1500.00 – 12% incl VAT

ATTENDANCES:

- a. Court Appearance (possession) - £90.00 per hour
- b. Bailiff Attendance - £90.00 per hour
- c. Small Claims Court Attendance - £90.00 per hour
- d. Rent Assessment Committee - £90.00 per hour

TAXATION:

- a. Arrangement of NRL Certificate – No charge (managed/rent collect)
- b. In Absence of NRL Exemption - £30.00 per month
- c. Annual Tax Return - No Charge
- d. Stamp Duty – at prevailing rate

RENEWAL OF CONTRACTS:

- a. Fixed Term (Service Options 2, 3 & 4) - £60
- b. Fixed Term (Service Option 1) - £120
- c. Statutory Periodic Confirmation - £60
- d. Rent Increase - £60
- e. Let Only - £120

WRITTEN ESTIMATES AND QUOTES FROM NON-APPROVED CONTRACTORS - £42.00

WITHDRAWAL FEE (FOLLOWING A SUCCESSFUL REFERENCING OUTCOME) - £200.00

REGISTER AND HOLD DEPOSIT (Introductory Service) - £42.00 per annum

DEPOSIT DEDUCTION/DISPUTE RESOLUTION - £90.00 per hour

ASSIST WITH INSURANCE CLAIMS - £90.00

EICR WITH ONE CONSUMER UNIT - £150, AND WITH TWO CONSUMER UNITS - £210

ALL FEES/COMMISSION QUOTED ABOVE INCLUDE VAT AT THE CURRENT RATE OF 20%

INVENTORIES

- a. Studio / 1 bedroom - £95

- b. 2 bedroom - £110
- c. 3 bedroom £125
- d. 4 bedroom - £150
- e. 5 bedroom - £175
- f. 6+ Bedrooms - POA

CHECKOUT

- a. Studio /1 bedroom - £90
- b. 2 bedroom - £108
- c. 3 bedroom - £120
- d. 4 bedroom - £132
- e. 5 bedroom - £150
- f. 6+ Bedrooms - POA