



TENANTS FEES

The rental process

We may find and rent a property to you within a matter of days, so you need to understand the rental process before finding a private property to rent. To protect both tenant and landlord rights you will have to go through a series of checks, referencing and sign tenancy agreements. We always want you to rent through us, so we don't just organise viewings; we help you at every stage of the complex rental process, including making and negotiating an offer.

Once you have received the best housing advice on renting, our lettings experts can provide you with a detailed tenant guide, ask for this from your local office.

Costs of renting a home

There are three types of costs you need to budget for when renting a property. The first is the cost of renting a home from a letting agent; the second, the bills you have to pay on top of the rent. The third to budget for is the deposit you will have to pay - usually the equivalent of between 6 to 8 weeks rent. Not all letting agents or landlords will explain costs up front but we believe it is important to be clear from the start.

Our tenant charges

Working with you to find a property that matches your needs is a free service we carry out on behalf of our landlords. Once we have found a home for you to rent, our charges are:

Tenant charges	Fee excl. VAT	Fee inc. VAT
Set up fee (tenant's share) for one tenant	£180.00	£216.00
Additional reference checks for more than one tenant (by independent specialist Rent4Sure)	£158.34	£190.00
Reference checks for a guarantor (by independent specialist Rent4Sure)	£20.00 Per Guarantor Usually equivalent to 6-8 weeks rent	£24.00 per Guarantor
Deposit	To a maximum of £250 per person	To a maximum of £300 per person
Withdrawing from a tenancy		
Extension and renewal documentation (paid at renewal per property)	£158.33	£190.00
Amendment fee (during tenancy)	£100.00	£120.00
Change of sharer (inc one tenant reference fee, and contribution to tenancy agreement)	£180.00 £200 maximum plus any actual costs incurred	£216.00 £240 maximum plus any actual costs incurred
Call out services		
Last minute cancellation of prearranged visits	£100 per visit	£120 per visit Dependent on size of property, e.g. studio apartment unfurnished (country) £72; six-bedroom unfurnished property £582
Inventory check In (paid at the beginning of the tenancy, this will only be applicable if Landlord request an Inventory Check IN) This fee will vary and depends on Size of the property, location and furnishing level	Dependent on size of property, e.g. studio apartment unfurnished (country) £60; six-bedroom unfurnished property £485	
Last minute cancellation or change to inventory appointment	£50.00	£60.00
Reinstating fixtures and fittings to original position prior to check-in	£50 per hour £62.5 per payment unpaid or returned + interest on late paid or unpaid rent 4% plus base rate	£60 per hour £75 per payment unpaid or returned
Unpaid rent / returned payments		
Issue Section 8 Notices	£66.66	80.00
Issue of Solicitors Letter	£66.66	£80.00
Dealing with the noise and nuisance by complaints	£58.33	£70.00
Future Landlords reference	£0.00	£0.00
Professional Cleaning	£62.50 per hour	£75.00 per hour

Green Live are not members of a client money protection scheme

Green Live are members of the following:



LANDLORDS FEES

Scale of Fees for Sole Agency Lettings (initial term of 6 months or longer)

Letting service Find Only Service	8.4% Inc VAT (7% + VAT)
2nd year renewal Find Only Service	7.2% Inc VAT (6% + VAT)
3rd year and thereafter renewal Find Only Service	6% Inc VAT (5% + VAT)

Scale of Fees for Multi Agency Lettings (initial term of 6 months or longer)

Letting service Find Only Service	12% Inc VAT (10% + VAT)
2nd year renewal Find Only Service	9.6% Inc VAT (8.0% + VAT)
3rd year and thereafter renewal Find Only Service	7.2% Inc VAT (6% + VAT)

Lettings Service - Short Let (less than 4 Months) –	18% Inc VAT (15% + VAT)
Lettings Service - Renewal Service - fee reduced by	1.2% Inc VAT (1% + VAT each year)

Scale of Fees in addition to the Lettings Fees stated above

Lettings Service - Rent Collection – taken monthly	3.6% Inc VAT (3% + VAT)
Lettings – Management Service – taken monthly	6% Inc VAT (5% + VAT)

ADDITIONAL CHARGES

Inventory Fees – depending on Size/Furnishings/Location	£120 Inc Vat to £250 Inc VAT
Property Refurbishment / Goods Supply -	12% Inc VAT (10% plus VAT)
Vacant Property Management -	£50.00 Inc VAT
Additional Vacant Property Visit Service-	£50.00 Inc VAT
HMO Application on behalf of Landlord -	£350 Inc VAT on application + Council Fees
HMO Application Renewal for the Landlord	£100 Inc VAT on renewal + Council Fees
Gas Safety certificate -	£65.00 Inc VAT (Yearly)
Electrical Safety Certificate – depends on property and size	£120 Inc VAT to £400 Inc Vat
EPC - depending on size and location	£75 Inc VAT
Deposit Protection via DPS -	£30.00 Inc VAT
Carbon Monoxide (CO) Fitted with standard CO Alarm	£65 Inc VAT
Smoke Alarm Fitting/Replacement -	£55 Inc VAT
Legionnaire's Testing -	£250 Inc VAT
Duplicate rental Statement -	£3.60 Inc Vat (Per Statement)
Annual Tax Return Statement	£43.20 Inc VAT
Abortive tenancy fee	£300 Inc Vat plus out of pocket expenses
Court Attendance fees are	£120 Inc VAT (£100 Plus VAT) per hour
Check and administer Landlord's Own Tenancy Agreement	£100.000 (Inc VAT)
Deed of Variation	£100.00 (Inc VAT)
Key Cutting Service	£10 Inc Vat plus Keys

MISCELLANEOUS COSTS

Arranging removal/replacement of any contents	£50.00 Inc VAT or 12% Inc VAT (10% Plus VAT) of the cost, which is greater
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