



Lettings Fees – Leeds Office

Landlord Fees

Find a Tenant Service -

- **Secure a Tenant Fee – 60% of the first month's rent (subject to a minimum fee of £360.00)** - This fee covers our in office and online marketing, brochure, tenant selection, bond collect and transfer to your deposit protection account and the first month's rent collection.
- **Optional Tenant Referencing Service-**
 - **Single Reference- £100.00**
 - **Joint Reference- £150.00**
 - **Guarantor Reference- £50.00**
- **Optional Inventory/Schedule of Condition - £120.00**
- **Assured Shorthold Tenancy Agreement including tenant sign up and supplying legal documents - £95.00**
- **Check In - £95.00** (If the property has an existing inventory/schedule of condition carried out by us from the previous tenancy, the initial inventory fee is not again payable. A re-written and updated inventory is included in the check in fee)
- **Check Out- £75.00**

Fully Managed Service –

- **Secure Tenant Fee - £360.00** - This fee covers our in office and online marketing, brochure, tenant selection, viewings and bond collection.
- **Management Fee – 13% (minimum fee £60.00 per calendar month)** - This fee covers rent collection, property inspections, arranging maintenance and repairs.
- **Tenant Referencing Service-**
 - **Single Reference- £100.00**
 - **Joint Reference- £150.00**
 - **Guarantor Reference- £50.00**
- **Initial Inventory - £120.00.**
- **Renewal of Tenancy Agreement to Existing Tenant - £95.00**
- **Check In Fee - £95.00** (If the property has an existing inventory/schedule of condition carried out by us from the previous tenancy, the initial inventory fee is not again payable. A re-written and updated inventory is included in the check in fee)
- **Check Out Fee - £75.00**

Additional Services/Landlord Fees -

- **Energy Performance Certificate -£99.00**
- **Gas Safety Certificate - £60.00**
- **Electrical Safety Certificate - £150.00**
- **Key Cutting Service - £10.00 plus cost of the key(s)**
- **Arranging and Overseeing Large Maintenance/Repair at the landlords request over £500.00 - £50.00**

Tel: 0113 274 5360

The Parade, Stonegate Rd,
Leeds, West Yorkshire LS6 4HZ

www.cornerstoneea.co.uk





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Tenant Fees-

Holding Deposit - One week's rent - This is to reserve a property. Please Note: This will be withheld if any relevant person(s) (including any guarantor(s) withdraws from the intending tenancy, fail a Right- to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Deposit - Five weeks' rent - This covers damages or defaults on the part of the tenant during the tenancy. Please note: If the property's rent exceeds £50,000 per annum the deposit will be increased to six weeks' rent.

Unpaid Rent - Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid, in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost Key(s) or other Security Device(s) - Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys, will be charged to the tenant.

Variation of Contract - £50 per agreed variation - To cover the costs associated with taking Landlord's Instructions, as well as the preparation and execution of new legal documents.

Change of Sharer - £50 per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking Landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination - Should the tenant wish to leave their contract early, they shall be liable to pay the Landlord's costs in re-letting the property, as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Client Money Protection Scheme – We are members of 'Client Money Protect' and our membership number is CMP004399.

Our Redress Scheme – The Property Ombudsman - <https://www.tpos.co.uk/>

Should you wish to discuss our services, please contact our Lettings Department on 0113 274 5360 option 2 or by email - leeds@cornerstoneea.co.uk.

All of the above figures include VAT.

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