



base • Lockwood
lettings & management

Table of Base Lockwood Lettings & Management fees

Tenancy Information

Should you wish to apply to rent a property offered through Base Lockwood you will be required to complete and submit an application form. All persons aged 18 yrs. or over must complete an application form and will be named on the tenancy agreement. Our referencing agency will take up references on behalf of our client, the Landlord, which may include a bank reference, a credit reference, an employer's / accountant's and previous landlord reference (if applicable). We will require to see photographic proof of identification when you submit your application, such as passport, ID card or driving license. We require a holding deposit to be paid upon submission of your application form of a sum equating to 1 weeks rent. This payment will be deducted from your first months rent. Once payment is made you are agreeing to rent the property and will forfeit the payment if you withdraw from the tenancy, do not proceed in a timely manner, or provide any false information.

Landlord fees

Product	Fee	Fee incl VAT
Full management	11% of monthly rent (eg £500 pcm x 11% = £55.00 + vat = £66.00)	
Letting & Rent Collection	6% of monthly rent (eg £500 pcm x 5% = £30.00 + vat = £36.00)	
Letting administration fee <i>(Payable at the commencement of all tenancies)</i>	£275.00	£330.00
Tenant Find (including inventory) <i>Subject to min fee of £375.00 + vat</i>	50% of first months rent + vat £375.00	£450.00



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Landlord Sundry Fees

Initial Inventory of Contents for furnished

Based on a 2 bed terrace	£58.33	£70.00
Based on a 3 bed terrace	£62.50	£75.00
Based on a 4 bed terrace	£66.67	£80.00

Initial Inventory of Contents for unfurnished

Based on a 2 bed terrace	£37.50	£45.00
Based on a 3 bed terrace	£41.67	£50.00
Based on a 4 bed terrace	£45.83	£55.00

Tenancy renewals	£50.00	£60.00
Preparation of Sec8 Notices to serve to tenant	£104.17	£125.00
Deposit registration and issue paperwork	£20.83	£25.00
Deposit adjudication and evidence submission	£83.33	£100.00
Prof. services per hour (eg attend Court)	£62.50	£75.00
Withdrawal fee	£350.00	£420.00

(Payable if property marketed, tenant sourced & property withdrawn by landlord)

Sale of Property 1% of the sale price agreed + VAT

(In the event of a tenant or someone introduced by Base Lockwood completing the purchase of the property at any time, a commission will be payable)