

**Welcome and thank you for contacting David Bright Estates (Purley) Limited, trading as David Bright Estates.**

**What makes us significantly different?**

The founding partners are professionally qualified and have a wealth of expertise in advising and supporting clients through the financial maze of the mortgage market which can often seem bewildering to most people; because it is not just about finding your dream home but about finding the most efficient way to finance your purchase.

Our aim at David Bright is to guide you through the moving process in a friendly and professional manner. Your property is one of your most valuable assets and as such we believe it is not just about selling or letting your property, but striving to achieve the best possible price for you.

As a local company we are passionate about doing the best job we can for you, so that not only will we sell or let your property, but we hope that you will want to use us again and again for all your property and financial requirements.

We trust this brochure will give you a flavour of whom we are and why you should entrust David Bright to sell or let your property.

Above all else the staffs at David Bright Estates prides themselves on high standards of service and dedication to achieving the best possible result for all our Vendors and Landlords.

It is from this that we wish to build our reputation of integrity and honesty that will attract our clients to come back time and time again.

We uphold these standards through our membership of professionally accredited National bodies.

We are full members of UKALA (THE UK ASSOCIATION OF LETTING AGENTS))

Client Money Protection Scheme is arranged through our membership of UKALA, TOTAL LOSS CLIENT MONEY PROTECTION FOR LANDLORDS AND TENANTS and The Property Ombudsman being the largest lettings redress scheme in the UK, making Leaders a name you can trust.

You should always choose your agent with care, only considering those displaying these trusted accreditations which provide the assurance that you will receive both a high standard of service and the peace of mind that comes with the knowledge your money is protected and your agent abides by a strict code of conduct.

We are required by law to disclose all charges and the information given below is provided to ensure you are fully informed of any fees and costs involved in renting a property through David Bright Estates.

The fees cover work that will vary according to the circumstances of the tenancy and will include, amongst other things conducting viewings, providing expert local knowledge of the area, negotiating the tenancy, verifying and checking references, drawing up and negotiating the terms of the Tenancy Agreement.

## David Bright Estates (Purley) Ltd – Fee Information for Tenants

Refundable Holding deposit	Maximum of 1 weeks rent
Security Deposit	Maximum of 5 weeks
Rent	As agreed after viewing
Changes to the tenancy	£50.00 including VAT
Early termination charge	Rent lost for the unforeseen void period
Late payment of rent	3% above bank of England's base rate
Replacement keys	Actual cost of replacement depending on the type of locks and keys replaced
Utilities (eg. Gas, electric, Water), council tax, communication services, TV Licence etc	All to be paid by the Tenant based on their . Contract with the respective Companies
Client Money Protection Scheme Membership details	David Bright Estates (Purley) Ltd are a member of : UK ALA registration number 188827 (CMP CERTIFIED UKALA Total Loss Client Money Protection for landlords and Tenants)
Property Redress Scheme Membership details	Member of The Property Ombudsman Scheme registration number D9193

For further information please read the government Guidance for Landlords and Agents at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791273/TFA Guidance for LandlordsAgents.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791273/TFA_Guidance_for_LandlordsAgents.pdf)

## **Fee information for Landlord fees**

### **Fees, guidelines and services to potential landlords when renting out a property**

#### **Service Levels**

- (1) Introduction only Service - 5% plus VAT
- (2) Let only Service (Tenant Find) - 8% plus VAT
- (3) Letting and Rent Collection Service- 10% plus VAT
- (4) Full Management Service- 12% plus VAT

#### EPC

£75.00 plus VAT

#### Gas Safety Certificate

£75.00 plus VAT

#### Applicants (Tenant) References

The Cost of referencing - £75 plus VAT per person.  
Our admin cost- £75 Plus VAT per person.

#### For Guarantors

Cost of referencing of £75 plus VAT per Guarantor  
Our admin cost £75 plus VAT per Guarantor

#### For Company lets

We will charge the Admin and Referencing fees per each Director as above and in addition £100 plus VAT for review of Limited Company's documents.

#### Guaranteed Rent

3% plus VAT

#### Assured Short-hold Tenancy Agreement (AST)

£150 plus VAT

#### Deposit Protection Registration

£50.00 plus VAT

#### Rent Guarantee - Admin Fee

£50 plus VAT

### Inventory

£125.00 plus VAT

### Inventory 'check in'

A typical cost of check-in for a three bedroom house is £85.00 plus VAT.

### Inventory Check-out and Dilapidations report

A typical cost of check-in for a three bedroom house is £85.00 plus VAT.

### Floor Plans

The cost of the floor plans varies according to the size of the property. A typical charge of £75.00 plus VAT.

### Court Attendance

£75.00 plus VAT per hour

### **Important Note:**

With the Introduction of Tenant Fees Ban from 1<sup>st</sup> June 2019, all of the above fees including Referencing and Admin Fees CAN NOT be charged to the Tenant.

### **Any of the services requested from above will be payable by the Landlord**

The above are our standard scale of fees and charges to the landlord.  
We may have promotional rates from time to time and vary these accordingly.

### **David Bright Estates**

### **1<sup>st</sup> June 2019**

Client Money Protection:



Independent Redress:

