


Top Hat Services & Fees

4 Molesworth Business Estate, Molesworth, Cambridgeshire, PE28 0QG



















Telephone 07814 709 320 www.TopHatProjects.co.uk info@TopHatProjects.co.uk



Dated 12 April 2018

 Denotes Service include with no extra fee

Fee Per Calendar Month % of Rent

	Essential	Plus	Top
	Tenant Let Only	Tenant Managed	Tenant & Property Mgd
	N/a	10%	12%
Set Up Fees for all new Properties and Tenancies, includes Right to Rent Verification	£200	£200	£200
Let Only - new Property includes all Documents & Right to Rent	1/2 months rent (£500 min charge)		
Rent Guarantee Insurance £95 for 6 months or £160 for 12 months for Rent <£1k pcm - covers a Solicitor to advise & attend court - also pays Rent and to get Tenants out with Bailiffs	£95 or £160	£95 or £160	£95 or £160
over £1k	£125 or £220	£125 or £221	£125 or £222
Health Check Inspection for Let Only Properties - report on any issues & recommendations	£150		
Pre let professional advice including market appraisal & guide to market rent on Landlords existing Property			
Preparation of Marketing Material , Photos & Advertising over a full range of media			
Upgrade option - Floorplans	£25 +	£25 +	
Upgrade option - Drone / Professional Photographs £100	£100.00	£100.00	£100.00
To download any Manual - per manual	£10.00	£10.00	
Liaising with a Landlord's Mortgage Company or Other Professional - where necessary with regards to references and the Tenancy Agreement	£30	£30	
Gas Safety Certificate - Legal Yearly Requirement	£95 for Boiler £105 Boiler + 1 item	£95 for Boiler £105 Boiler + 1 item	£95 for Boiler £105 Boiler + 1 item
For any Owner Systems eg British Gas after 1 hour spent per property per issue we will charge £30 per hour for ongoing hours work	£30 +	£30 +	
Electric	£55 for 1st Hour + Parts	£55 for 1st Hour + Parts	£55 for 1st Hour + Parts
Inventory	£95 for 2 bed	£95 for 2 bed	£95 for 2 bed
Legionnaires	£65	£65	£65
Smoke Alarm	£45 + Alarm cost	£45 + Alarm cost	£45 + Alarm cost
Carbon Monoxide Alarm	£45 + Alarm cost	£45 + Alarm cost	£45 + Alarm cost
Chimney 1 swept & Certified	£65	£65	£65
EPC	£85	£85	£85
Pre Interviewing of Potential Tenants before agreeing Viewings			
Accompanied Viewings of property by a trained member of staff			



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	Tenant Let Only	Tenant Managed	Tenant & Property Mgd
Documentation - up to Date Tenancy Agreement & all other documents required by Law with reference to the relevant Rent & Housing Acts etc			
Keys - Arranging(replacement keys and/or additional copies)	Key cost + £25	Key cost + £25	Key cost + £25
Let Only Deposit - Membership of Tenant Deposit Scheme - DPS Includes lodging and sorting simple issue at Check Out	£50	£50	£50
Deposit Disputes including Check Out Inspection	2 Hours work included - beyond this £30 per hour		
Utility Setting up at Check In & Out			
Cancelling a Let before a Tenant moves in (through no fault of tenant) + any costs incurred	£250	£250	£250
24 Hour Tenant Helpline and Manage minor Works	By arrangement		
Access given at property for Landlord appointed Contractor	£30	£30	£30
Inspections of Tenancy at 1 Month then 2 per annum, more if issues			
Extra Inspections or visits to property eg Neighbour issues	£55 for 1st Hour	£55	£25
Renewel Fees to cover all Documents re assessed & chased to a fully completed file	£200	£150	£150
Part Refurbishment Fee - Recommending & Advising Works & Organising all Contractors,Visits & keys - full Project Management Minimum Fee - this makes sure the property will realise it's full potential rent - also organising Furniture Inc safety checks)	£350	£350	£350
<i>Acquisition and full Reburishment Service on Separate Document</i>			
Notices - Preparing & Serving Notices eg Section 21 by hand to the Tenants Property, via email is no charge for Managed	£60	£60	£60
Rent - Pursue non-payment of rent after 2 Emails + 2 Texts + 2 Calls	£75	£25 per hour	
Court - Top Hat Member of Staff to attend court	£150 + 45p mpg	£150 + 45p mpg	£150 + 45p mpg
Vacant Management (before you let or inbetween lets) per visit	£50 per Visit	£50 per Visit	
Sale of Property via Tenant or other via Top Hat In the event of a tenant or prospective tenant introduced by The Agent completing the purchase of the property at any time, a commission will be payable by The Owner to The Agent of the final selling price.	1%	1%	1%
Administration fee charged per hour for extra work Landlords requires eg Yearly Account information byond the monthly Statements provided	£30	£30	
Ending of Agency Contract with Tenant in situ	2 months Notice + £100	2 months Notice + £100	2 months Notice + £100

Signed	Printed
Name	

Dated	Property
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