

# Top Hat Services & Fees

Dated August 2018



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

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



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%
<b>Set Up</b> Fees for all new Properties and New Tenancies, includes Right to Rent Verification	<b>£200</b> Renewal of Tenancies only	<b>£200</b>	<b>£200</b>
<b>Let Only</b> - new Property includes all Documents & Right to Rent	<b><sup>1</sup>/<sub>2</sub> months rent (£500 min charge)</b>		
Property withdrawn by Landlord through no fault of the Tenant after successful references have been received	<b>£500</b>	<b>£500</b>	<b>£500</b>
<b>Rent Guarantee Insurance</b> £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	<b>£95 or £160</b>	<b>£95 or £160</b>	<b>£95 or £160</b>
over £1k	<b>£125 or £220</b>	<b>£125 or £220</b>	<b>£125 or £220</b>
<b>Right to Rent Verification</b> Included for new Let Only Tenants via Top Hat - for existing Tenants	<b>£25 per person</b>		
<b>Health Check Inspection</b> 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			
<b>Preparation of Marketing Material</b> , Photos & Advertising over a full range of media			
Upgrade option - <b>Floorplans</b>	£25 +	£25 +	
Upgrade option - <b>Drone / Professional Photographs</b> £100	£100	£100	£100
To download any <b>Manual</b> - per manual	£10	£10	
Liaising with a <b>Landlord's Mortgage Company</b> or Other Professional - where necessary with regards to references and the Tenancy Agreement	£30	£30	
<b>Gas Safety</b> 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 +	
<b>Electric</b>	£55 for 1st Hour + Parts	£55 for 1st Hour + Parts	£55 for 1st Hour + Parts
<b>Inventory</b>	£95 for 2 bed	£95 for 2 bed	£95 for 2 bed
<b>Legionnaires</b>	£65	£65	£65
<b>Smoke Alarm</b>	£45 + Alarm cost	£45 + Alarm cost	£45 + Alarm cost
<b>Carbon Monoxide Alarm</b>	£45 + Alarm cost	£45 + Alarm cost	£45 + Alarm cost
<b>Chimney</b> 1 swept & Certified	£65	£65	£65
<b>EPC</b>	£85	£85	£85



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	Essential	Plus	Top
	Tenant Let Only	Tenant Managed	Tenant & Property Mgd
<b>Pre Interviewing</b> of Potential Tenants before agreeing Viewings			
<b>Accompanied Viewings</b> of property by a trained member of staff			
<b>Documentation</b> - up to Date Tenancy Agreement & all other documents required by Law with reference to the relevant Rent & Housing Acts etc			
<b>Keys</b> - Arranging(replacement keys and/or additional copies)	Key cost + £25	Key cost + £25	Key cost + £25
<b>Let Only Deposit</b> - Membership of Tenant Deposit Scheme - DPS Includes lodging and sorting simple issue at Check Out	£50	£50	£50
<b>Deposit</b> Disputes including Check Out Inspection	1 Hours work included with 1 property visit - beyond this £30 per hour		
<b>Check Out</b> for Essential / Let Only Properties - 1 Hours work included with 1 property visit - beyond this £30 per hour	£85		
<b>Utility</b> Setting up at Check In & Out			
<b>Cancelling a Let</b> before a Tenant moves in (through no fault of tenant) + any costs incurred	£250	£250	£250
<b>24 Hour Tenant Helpline</b> and Manage minor Works	By arrangement		
<b>Access given</b> at property for Landlord appointed Contractor	£30	£30	£30
<b>Inspections</b> 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
<b>Renewal Fees</b> to cover all Documents re assessed & chased to a fully completed file	£200	£200	£150
<b>Part Refurbishment Fee</b> - 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 - this is minimum fee for 2 full days work - extra £30 per hour	£350	£350	£350
<i>Acquisition and full Reburishment Service on Separate Document</i>			
<b>Notices</b> - Preparing & Serving Notices eg Section 21 by hand to the Tenants Property, via email is no charge for Managed	£60	£60	£60
<b>Rent</b> - Pursue non-payment of rent <b>after</b> 2 Emails + 2 Texts + 2 Calls	£75	£25 per hour	
<b>Court</b> - Top Hat Member of Staff to attend court	£150 + 45p mpg	£150 + 45p mpg	£150 + 45p mpg
<b>Vacant Management</b> (before you let or inbetween lets) per visit	£50 per Visit	£50 per Visit	
<b>Sale of Property</b> 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%
<b>Administration fee</b> charged per hour for extra work Landlords requires eg Yearly Account information byond the monthly Statements provided	£30	£30	
<b>Ending of Agency Contract</b> 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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