

Top Hat Services & Fees

Dated August 2023

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

	Let Only	Managed
Fee Per Calendar Month for Tenancy Management & Maintenance Advised only - % of Rent	N/a	10%
Set Up Fees for all new Properties and New Tenancies, includes Right to Rent Verification	£300 Renewal of Tenancies only	£300
Let Only - new Property includes all Documents & Right to Rent	¹ / ₂ months rent (£500 min charge)	
Property withdrawn by Landlord through no fault of the Tenant after successful references have been received + any costs	£500	£500
Rent Guarantee Insurance Rent <£2500 rent pcm - if more then cost will be at cost - covers a Solicitor to advise & attend court - also pays Rent and to get Tenants out with Bailiffs	£250	£250
Right to Rent Verification Included for new Let Only Tenants via Top Hat - for existing Tenants - New Digital Gov Site from Nov 2020	£25 per person	
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	£45 +	£45 +
Upgrade option - Drone / Professional Photographs £150	£150	£150
To download any Manual - per manual	£10	£10
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	£120+ for Boiler	£120+ for Boiler
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 +
Electricity New Regulations 1 July 2020 DEICR - Domestic Electrical Installation Condition Report - for average 3 Bed Property	200 +	200+
Inventory	£95+ for 2 bed	£95 for 2 bed
Legionnaires	£95	£95
Smoke Alarm	£45 + Alarm cost	£45 + Alarm cost
Carbon Monoxide Alarm	£45 + Alarm cost	£45 + Alarm cost
Chimney 1 swept & Certified	£75	£75
EPC	95+	95+
Pre Interviewing of Potential Tenants before agreeing Viewings		
Accompanied Viewings of property by a trained member of staff		
Signed by Landlord		



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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
Let Only Deposit - Membership of Tenant Deposit Scheme - DPS Includes lodging and sorting simple issue at Check Out	£50	
Deposit Disputes including Check Out Inspection	1 Hours work included with 1 property visit - beyond this £30 per hour	
Check Out for Essential / Let Only Properties - 1 Hours work included with 1 property visit - beyond this £30 per hour	£85	
Utility Setting up at Check In & Out		
24 Hour Tenant Helpline and Manage minor Works	By arrangement	
Access given at property for Landlord appointed Contractor - per hour + 45p per mile	£30	£30
Inspections of Tenancy at 1 Month then 2 per annum, more if issues	£85 each time	
Extra Inspections or visits to property eg Neighbour issues	£85 for 1st Hour	£55
Renewal Fees to cover all Documents re assessed & chased to a fully completed file	£300	£300
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 - this is minimum fee for 2 full days work - extra £30 per hour	£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 + * on Periodic Tenancies	£60	★
Rent - Pursue non-payment of rent after 2 Emails + 2 Texts + 2 Calls	£75	£30 per hour
Court - Top Hat Member of Staff to attend court	£150 + 45p mpg	£150 + 45p mpg
Vacant Management (before you let or inbetween lets) per visit	£55 per Visit	£55 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%
Administration fee charged per hour for extra work Landlords requires eg Yearly Account information beyond the monthly Statements provided	£30	£30
Ending of Agency Contract with Tenant in situ	2 months Notice + £200	2 months Notice + £200
Contractor Fees - as per Invoices and pre advised, where possible. Our partners and contractors may pay us commission or referral fees (max of 10%) for the administration and marketing of their services to our clients. Cover for allowing access to properties & Project Management. It is totally your choice whom you use.		
Fees due to Tenant Fee Act 2019	VAT 445 4002 25	
Reference Fee charged by another Landlords will be passed on at cost	Tenants are no longer obliged to have Tenant Accidental Liability Insurance so please make sure you have coverage on your Landlord Insurance	
Holding Deposit will be retained by Top Hat if Tenant pulls out to cover our time & Expenses		
Deposits are now 5 weeks & no Pet Bond - now Pets (if you agree) will be	£20 pcm 1st Pet Rent	+ £10 pcm each further pet

Signed	Printed
Name	Dated
Properties	