

Memberships and fees

Haybrook are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.



Landlord fees	Fees or Charges (inclusive of vat unless otherwise stated)
Lettings Service Fee Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	4 weeks rent plus VAT If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 inc vat
Discounted Letting Service Fee	2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 inc vat
Enhanced Marketing Service our exclusive social media technology, FLINK™	£185 inc vat
Discounted Enhanced Marketing Service	£148 inc vat
Tenancy Set Up Including producing the tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	£594 inc vat
Rent Collection Including rent collection, arrears collection, accounting & renewal negotiation <i>Subject to a minimum fee of £60 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	12% of rent payable inc vat
Full Management Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection <i>Subject to a minimum fee of £84 incl. VAT per month where the rent is lower than or equal to £700 per month</i>	16.8% of rent payable inc vat
Extension Set Up Production of extension tenancy agreement	£180 inc vat
Management Takeover Setup Fee	£180 inc vat
Instruction of another agent during sole agency period – Administration Fee	£360 inc vat
Withdrawal from a tenancy having instructed Haybrook to proceed – Administration Fee	£360 inc vat
Paper copies of statements of account	£3.00 per month inc vat
Tax retention and completion of documentation for HMRC	£99 per quarter inc vat
Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC	£50 inc vat
Provision of a statement showing gross income and expenditure for the year	£120 inc vat
Negotiations of deductions from deposit or flatbond (not fully managed)	£300 inc vat
Deposit scheme of flatfair dispute submission (where fully managed but expressly instructed not to conduct an inventory)	£300 inc vat
Attendance at court/tribunal	£180 day/part thereof inc vat
Service of notices Administration Fee (Section 8 or 21) included for full management service	£250 inc vat
Change of Sharer Fee	£180 inc vat
Extra property visit	£46.80 inc vat
Wait at property for landlord appointed contractor appointment	£60 per hour/part thereof inc vat
Undertake partial or total furnishings for the property – Administration Fee	12% total value inc vat
Key Cutting Administration Charge	£30 inc vat
Payment to a bank account held outside of the United Kingdom	£50 per payment made inc vat
Licensing Application Fee Where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in Haybrook becoming the licence holder for the property).	£238.80 inc vat
Rent Confirmation for Mortgage Provider Letter Fee	£50 inc vat
Gas Safety Administration Fee - Arrangement of gas safety certificate where one is not provided at the commencement of the tenancy – Administration Fee	£54 inc vat
Rent Administration Fee Where a landlord chooses to terminate our service but rental payments continue to be made to Haybrook - Administration Fee (the landlord is responsible for informing all parties that rent should be directed to new agent).	£50 per payment made inc vat
Rent and Legal Protection	3.98% of rent payable inc IPT
Inventory Fee (subject to property size and furnishings)	up to £400 inc vat

Tenants costs of moving and renting	Fees or Charges (inclusive of vat unless otherwise stated)
Holding deposit In order to reserve the property	1 weeks rent
The Rent As agreed for the property and specified in the tenancy agreement	Subject to agreement
Security deposit or	5 weeks rent
flatfair Membership Fee Where a tenant opts to use the security deposit replacement scheme	One Week's Rent plus vat (subject to a minimum fee of £172.80 inc vat)
Change of Tenancy Fee Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	£50 inc vat
Early Release Charge If a tenant wishes to end their tenancy outside of the agreed terms, they are required to cover the loss incurred by the landlord as a result of the early termination	Landlord costs of re-marketing and setting up a new tenancy Either the Landlord Letting Service Fee or Discounted Letting Service Fee and the Tenancy Set-Up Fee as listed above
Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied	Interest of 3% above the Bank of England base rate on balance due each day inc vat
Key Replacement Fee Where a tenant requires a replacement key or security device for their property	Up to £30 per key inc vat

*All prices are inclusive of VAT unless expressly stated otherwise.

Haybrook Lettings is a trading style of Spicerhaart Residential Lettings Limited (Registered in England and Wales no. 05304360) Registered office: Colwyn House, Sheepen Place, Colchester, Essex, CO3 3LD.