



## Transparency for Tenants

Once you have found the perfect property and your offer has been accepted, we shall start preparing the tenancy agreement and organising the logistics for your 'move-in' day.

That said, we do not want you to have any unwelcome surprises when it comes to signing the contract, so below is a list of what you can typically expect to pay to prior to move-in:

### Pre-Tenancy

Rent	One Month's Rent – Unless agreed otherwise.
Deposit	Five weeks rent (for properties with an annual rent under £50,000).
	Six weeks rent (for properties with an annual rent over £50,000).
<b>During Your Tenancy (if required)</b>	<b>All Fees stated are inclusive of VAT (20%)</b>
Change of Occupancy	£50 per Tenant

### OUR SERVICE EXPLAINED

**Tenancy Agreement** - Provision of a tenancy agreement, brokering agreed amendments between landlord and tenant, and arrangement for completion and signature of the agreement by both parties.

**Referencing** - Referencing includes checking your credit status, previous employer, current or past landlords, and taking into account any other information to help assess the affordability of your tenancy application.

**Check-in / Check-out Inventory** - Arranging for a clerk to carry out an inventory of the properties current state at the start of your tenancy. The same procedure applies at the end of the tenancy. Applies only if an inventory check-in/check out is carried out on the property by the landlord.

**Change of Occupancy** - Amending and updating terms and arranging a further tenancy agreement. Must be agreed between landlord and tenant.

**Insurance** - It is your responsibility to insure your own belongings throughout the tenancy.

## Transparency for Landlords

Once we have found the perfect tenant for your property, we shall commence referencing and start preparing the tenancy agreement right away. To avoid any unwelcome surprises when it comes to signing the contract, below is a list of what you can typically expect to pay:

**Lettings Service Only Long Let (6 months or more) = 8% + VAT (9.6% inc VAT)** includes:

- Comprehensive marketing
- Carrying out Accompanied Viewings
- Finding a tenant
- Obtaining References
- Finalising the Tenancy Agreement

**Lettings Renewal Fee (Fee for each year thereafter) = 6% + VAT (7.2% inc VAT)**

**Service includes:**

- Reassessment of current rent in accordance with prevailing market conditions
- Negotiation of renewal including addition of new terms where necessary
- Comprehensive renewal administration including issuing memorandum of renewal and arranging signature by both parties

**Other Landlord Fees (inclusive of VAT at 20%):**

- Energy Performance Certificate - £72
  - Gas Safety Certificate - £120
  - Check-in Inventory Fee: £150-£300\* depending on the size of your property
  - Check out Inventory Fee: £150-£300\* depending on the size of your property
- \*As McHugh & Co provide a “Let Only Service”, it is the Landlords responsibility to provide an inventory for new tenants if they wish to do so. Inventory prices vary depending on the size of your property. We can help put you in contact with reputable firms to organise an inventory.

***McHugh & Company are members of the Deposit Protection Service (DPS)***

***Landlords must register the deposit in a government-backed tenancy deposit scheme if you rent your home on an assured shorthold tenancy.***

***Your landlord or letting agent must register your deposit in the scheme within 30 days of receiving.***

***McHugh & Company are members of the Propertymark Client Money Protection Scheme.***

***Scheme Ref: C0132463***

***See [propertymark.co.uk](http://propertymark.co.uk) for further details.***



**Office Address:**

**McHugh and Company**

**71 Parkway**

**Regents Park**

**London**

**NW1 7PP**

**Telephone: 020 7485 0112**

**Fax: 020 7485 3128**

**E-mail: [Sales@mchughandcompany.co.uk](mailto:Sales@mchughandcompany.co.uk)**

**McHugh and Company are members of The Property Ombudsman**

**[www.tpos.co.uk](http://www.tpos.co.uk)**



**Membership number D01683**