

Membership and Fees (June 2019)

Services to Landlords	Fees (+VAT at 20%)
Priority Marketing Service (marketing of your property on our website, Zoopla, Rightmove and OnTheMarket)	£150.00
Discounted Priority Marketing Service (for a limited time)	£100.00
New Tenant Admin – includes tenant referencing, producing the tenancy agreement, completion of all paperwork, registration of the tenant’s deposit and arranging any pre-let works	£275.00
Tenant Find Fee – includes tenant referencing, producing the tenancy agreement, completion of all paperwork and registration of the tenants deposit	50% of first month’s rent
Tenant Referencing – includes basic tenant referencing without a rent guarantee	£175.00
Landlord Rent Guarantees – insurance policies to cover the cost of any unpaid rent should your tenant begin to accumulate arrears	Ask us for a range of options
Deposit Placement Only – to register the tenant’s deposit	£120.00
Rent Collection – includes rent and arrears collection as well as accounting and renewal negotiation	10% of rent payable
Full Management – includes property maintenance, property visits, service of notices, deposit negotiation together with all services applicable under rent collection	10% of rent payable
Guarantor Referencing – referencing the guarantor to ensure they are a viable option	£75.00 (per person)
Tenancy Agreement Alterations – editing the AST to update the information or make changes	£75.00 (per person)
New Tenancy Agreements – produce a new AST agreement and obtain signatures from all parties	£150.00
Periodic Renewal Agreement – producing an agreement to put the tenancy into a periodic agreement permanently	£45.00
Fixed Period Renewal Agreement – producing an agreement to extend the tenancy by a set number of months (i.e. 6, 12 etc)	£75.00
Instruction of another agent during sole agency period with Black & White (administration fee)	Two-thirds of a month’s rent
Withdrawal from entering into a tenancy having instructed Black & White to proceed (administration fee)	£275.00
Paper Copies of Rent Statements	£5.00 (per month)

HMRC Documentation – includes completion of HMRC Tax Return and other HMRC documents	£75.00
Annual/Year End/Fiscal Year End Rent Statements	£75.00

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