Ellmans
BLOCK MANAGEMENT & LETTINGS

43 Church Road, Hove
East Sussex BN3 2BE

TEL: (01273) 737241
(01273) 732066

EMAIL: eh@ellmans.co.uk
WEB: www.ellmans.co.uk

OUR STANDARD FEES

Residential Landlords

Tenant Introduction Only	Two weeks rent plus VAT (minimum fee £600 plus VAT) *
Rent Collection	10% of the gross rent plus VAT *
Full Management	12% of the gross rent plus VAT *
Tenancy set up Fee **	£300 incl. of VAT
Reference Fee per tenant ****	£36 incl. of VAT
Reference Fee per Financial Guarantor ****	£36 incl. of VAT
Tenancy Renewal new Tenancy Agreement	£60 incl. of VAT
Rent Increase	10% plus VAT * of the agreed annual increase amount
Tenant Swap or Vacating sharer	£300 incl. VAT
Serving of notices	£72 incl. VAT
Energy Performance Certificate	£79 plus VAT

Inventory, Schedule of Condition, and Checkout costs ****

Property Type ***	Inventory and Check-in plus VAT *	Checkout cost plus VAT *
Studios and 1 bedroom flats	£100 plus VAT	£75 plus VAT
2 Bedroom flats	£110 plus VAT	£85 plus VAT
3 Bedroom flats	£120 plus VAT	£95 plus VAT
4 Bedroom flats	£130 plus VAT	£105 plus VAT

Commercial Landlords (Garages)

Full Management	10% of the gross rent plus VAT *
Marketing and new Licence set up costs	£180 plus VAT

* VAT is charged at the current rate of 20%

** This fee includes arranging tenancy-related documents, preparing the Tenancy Agreement and Guarantor Agreement, registering the Deposit and issuing the tenant with Prescribed Information, and carrying out Right to Rent check. Charged at the start of the tenancy.

*** For maisonette please add £15 + VAT, for furnished properties please add £25 plus VAT, for houses up to 4 bedrooms add £20 to the above prices.

**** Charged at the start of the tenancy. Applicable to a new tenancy or tenant swap/ vacating sharer.

RICS Regulated by RICS

Directors: C. E. Perry, J. A. Perry, R. A Fryzer MRICS MIRPM
Associate Directors: M. R. Longbotham, C. L Perry-Riquet MPhil (Cantab) AIRPM
Consultant Chartered Building Surveyor: Philip Hall BSc. FRICS
Ellmans Property Management & Lettings is a trading name of Ellman Henderson Limited.
Ellman Henderson Limited is registered in England & Wales, the company number is 05508696
and the registered office address is 43, Church Road, Hove. BN3 2BE.

tsi APPROVED CODE TRADINGSTANDARDS.GOV.UK

The Property Ombudsman

The Property Ombudsman RESIDENTIAL LEASEHOLD MANAGEMENT