



This is to certify that

Quick Clarke (012583)

Is a member of the RICS Client Money
Protection Scheme

For valid claims, the customers of scheme members will have access to Client Money Protection with the following claims limitations:

- an annual aggregate limit of up to £10,300,000 million, in addition to;
- an annual aggregate limit of £10,000,000 specifically ringfenced for the activities of a "letting agent" or a "property manager" as defined in the Housing and Planning Act, 2016; and,
- a claims limit of £50,000 per valid claim.

Exclusions and limitations to the scheme can be found on www.rics.org/clientmoneyprotectionscheme.

Executive Director for the
Profession

Authorised by



Ministry of Housing,
Communities &
Local Government
www.communities.gov.uk

**NATIONAL
TRADING
STANDARDS**

Estate Agency Team
Protecting Consumers
Safeguarding Businesses

This is to certify that

QUICK & CLARKE ESTATE AGENTS


Membership No: PRS012409

is a member of the

PRS

Property Redress Scheme

Membership Start Date: 29/07/2020 Membership Expiry Date: 28/07/2021


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Sean Hooker - Head of Redress

Property Redress Scheme, Premiere House, 1st Floor, Elstree Way, Borehamwood, Hertfordshire, WD6 1JH
Telephone: 0333 321 9418 Email: info@theprs.co.uk

TENANT FEES SCHEDULE

ASSURED SHORTHOLD TENANCIES (ASTs)



www.quickclarke.co.uk

HOLDING DEPOSIT	One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to_Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
SECURITY DEPOSIT (per tenancy)	Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.
LOST KEYS(S) OR OTHER SECURITY DEVICES(S)	Tenants are liable to the actual cost of replacing any lost key(s) or other security devices(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per house (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
VARIATION OF CONTRACT (Tenant's Request)	£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
CHANGE OF SHARER (Tenant's Request)	£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
EARLY TERMINATION (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start ate of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

PLEASE ASK A MEMBER OF STAFF IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES.

<p>CLIENT MONEY PROTECTION:</p> <p>RICS</p> 	<p>INDEPENDENT REDRESS:</p> <p>PROPERTY REDRESS SCHEME</p> 
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Quick&Clarke Ltd Landlord Service Information

We are delighted that you are considering using our services here at Quick&Clarke, and would like to welcome you to the lettings team. Led by our experienced manager, Sue McFarlane, our team is made up of knowledgeable, local and personable members, and we strive to provide excellent customer services to our clients.

Fully Managed Service

- £360 inc VAT set up fee. 10% + VAT (12%) of rental value for monthly management commission

Rent Receipt Service

- £420 inc VAT set up fee. 6% + VAT (7.2%) of rental value for monthly commission

Tenant Find Service

- 60% or £480 inc VAT (whichever is the greatest) of the first months rent for a six month agreement - 90% or £600 inc VAT (whichever is the greatest) for a 12 month agreement or longer

QUICK&CLARKE
The Property Specialists

	OUR MOST POPULAR SERVICE!		
	TENANT FIND	RENT RECEIPT	FULLY MANAGED
Free market appraisal, rental valuation and advice on refurbishments	X	X	X
Offer guidance on compliance and legislation consents	X	X	X
Full marketing, including a 'To Let' board, advertising on our website and chosen portals, and across all of our offices until a suitable tenant is found	X	X	X
Carry out viewings (where required) and complete application forms for interested viewers	X	X	X
Carry out thorough referencing using one of the top referencing companies in the country	X	X	X
Include the sign up of the tenant under an Assured Shorthold Tenancy Agreement (AST) and issuing all required paperwork	X	X	X
Collect and pay 1 st months' rent, deducting any invoice/fees and provide a statement	X	X	X
Rent collection by standing order with rent transferred to your account including a statement		X	X
Full DVD inventory	At additional cost	At additional cost	X
Utilities and council tax transferred at start and end of tenancy			X
Property maintained using local contractors, or your own as preferred			X
Quarterly property inspections and reports throughout the term of the tenancy			X
Handling of all tenant queries and daily management of the property			X
Arranging annual Gas Safety Checks			X
Communicate regularly with the landlord and offer rent reviews where appropriate			X
Rent and legal guarantee	At additional cost	At additional cost	At additional cost

The above fees are our standard fee scales and may be subject to change, negotiation or special offers. For more information regarding any of our services please contact the lettings office. We offer additional services and products at an additional fee, details of which can be provided.