

Subletting Your Property

April 2015

Event	Service	Cost (inclusive of VAT)	What it includes / Notes
Letting Your Property <i>England & Wales only</i> <i>(these charges only apply if the required action is specified in your lease)</i>	Consent / Notice	£120.00	<ul style="list-style-type: none"> • Consideration of your application • Granting of consent and registration of your Tenant
	Extension / Renewal of Tenancy	£42.00	<ul style="list-style-type: none"> • Consideration of your application • Grant of an extension or renewal of your tenancy
	Notice & Registration	£120.00	<ul style="list-style-type: none"> • Acknowledgement of your notice • Registration and electronic storage of your notice
	Deed of Covenant for Sub-Letting	£162.00	<ul style="list-style-type: none"> • Supplying Deed of Covenant for execution by you • Registration and electronic storage of your Deed <p><i>N.B. This is only charged where there is a requirement for a Deed of Covenant in your lease</i></p>
Letting your Retirement Property <i>England & Wales only</i> <i>(some title documents include additional legal requirements on the letting of your property)</i>	Transfer Fee (also known as 'Exit Fee') <i>Retirement properties only</i>	(Varies) <i>Please call 0333 321 4081</i>	<ul style="list-style-type: none"> • Some title documents require payment of a fee to your landlord on the letting of your property, which we are required to collect on their behalf. • <i>N.B. Your title document will clearly set out if this applies and what the fee is. Please note that FirstPort does not set these charges or benefit from them in any way.</i>
	Deferred Reserve <i>Retirement properties only</i>	(Varies) <i>Please call 0333 321 4081</i>	<ul style="list-style-type: none"> • Some title documents may also require a percentage of the value of your property (typically 1%) to be paid into the reserve/contingency fund for the development as a whole • <i>N.B. Where this applies, the percentage will be set out in your title document and is a percentage of the value of your property (open market value).</i>

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Our **Subletting** team, who deal with enquiries for general residential properties in England and Wales, will be happy to help you if you have any queries or need clarification on these charges.

Email: sublethelp@FirstPort.co.uk

Phone: **01582 407701**



For retirement developments managed by **FirstPort Retirement Property Services** in England and Wales, our specialist team will be happy to help explain the legal requirements when you sublet your home.

Email: retirementpropertytransfer@FirstPort.co.uk

Phone: **0333 321 4081***

* Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and count towards any inclusive minutes in the same way as 01 and 02 calls. This applies when you call from any type of line including mobile, BT, other fixed line or payphone.