

# Summary Of Fees: Landlords

CORE SERVICES	FEE
Introduction Service	<b>8% +VAT</b> (9.6% inclusive of VAT) of the gross rent for first tenancy term
Rent Collection Service	<b>10% +VAT</b> (12% inclusive of VAT) of the gross rent for first tenancy term
Full Management Service	<b>13% +VAT</b> (15.6% inclusive of VAT) of the gross rent for full tenancy term
Short Lets - All levels of Service	<b>15% +VAT</b> (18% inclusive of VAT) of the gross rent for full tenancy term subject to a minimum fee of <b>£500 +VAT</b> (£600 inclusive of VAT)
Management Only Service	<b>7.5% +VAT</b> (9% inclusive of VAT) of the gross rent for full tenancy term subject to minimum fee of <b>£1200 +VAT</b> (£1440 inclusive of VAT)
Vacant Management Service	<b>£250 +VAT</b> (£300 inclusive of VAT) per month
In House Tenancy Agreement (All levels of Service)	<b>£230 +VAT</b> (£276 inclusive of VAT)
Own Tenancy Agreement (All levels of Service)	<b>£50 +VAT</b> (£60 inclusive of VAT)
Memorandum of Renewal	<b>£60 +VAT</b> (£72 inclusive of VAT)

ADDITIONAL SERVICES & FEES (MANAGED)	MANAGED	NON MANAGED
Safety Check Inspections	Contractor's fee only	<b>£45 +VAT</b> (£54 inclusive of VAT) each + Contractor's fee
Additional Property Visits	<b>£75 +VAT</b> (£90 inclusive of VAT) per additional visit	<b>£125 +VAT</b> (£150 inclusive of VAT) per visit
Deposit Reconciliation	<b>£50 +VAT</b> (£60 inclusive of VAT) per hour or min <b>£200 +VAT</b> (£240.00 inclusive of VAT)	<b>£50 +VAT</b> (£60 inclusive of VAT) per hour or min <b>£200 +VAT</b> (£240.00 inclusive of VAT)
Major Works Supervision	<b>10% +VAT</b> (12% inclusive of VAT) of total cost of works	X
Shopping	<b>£30 +VAT</b> (£36 inclusive of VAT) per/part hour +expenses including travel time	X
House Sitting	<b>£40 +VAT</b> (£48 inclusive of VAT) per/part hour +expenses including travel time	X
Consent Application	<b>£50 +VAT</b> (£60 inclusive of VAT) each	X
Snagging Inspections	<b>£50 +VAT</b> (£60 inclusive of VAT) per/part hour + expenses including travel time	X

GENERAL ADDITIONAL SERVICES & FEES	FEE
Interior Design / Refurbishment	<b>10% +VAT</b> (12% inclusive of VAT) of total cost of works
Legal Liaison / Court Attendance	<b>£150 +VAT</b> (£180 inclusive of VAT) per/part hour +expenses including travel time
Tax Accounting	<b>£200 +VAT</b> (£240 inclusive of VAT) per annum
Courier Deliveries	Charged at cost
Overseas Postage, Fax & Phone	<b>£10 +VAT</b> (£12 inclusive of VAT) per month
Copy Statements	<b>£7 +VAT</b> (£8.40 inclusive of VAT) each
Energy Performance Certificate	Contractor's fee only
Landlord Withdrawal from Offer	Expenses to max. <b>£500 +VAT</b> (£600 inclusive of VAT)

# Summary Of Fees: Tenants

CORE SERVICES	FEE
Reservation Fee	<b>£500</b> per property
Reference + Admin Fee	<b>£250 + VAT</b> (£300 inclusive of VAT) <b>£75 + VAT</b> (£90 inclusive of VAT) for every additional tenant
Guarantor Reference Fee	<b>£75 + VAT</b> (£90 inclusive of VAT) per applicant
Tenancy Agreement Fee	<b>£75 + VAT</b> (£90 inclusive of VAT) per property
Security Deposit	Equivalent of 1.5 months rent or 2 months rent if pets allowed
Alterations after creation of contract	<b>£50 + VAT</b> (£60 inclusive of VAT)
Tenancy Extension/Renewal Fee	<b>£60 + VAT</b> (£72 inclusive of VAT) per property
Late Rental Payment Letter	<b>£60 + VAT</b> (£72 inclusive of VAT) per property
Change of tenant charge (shared tenancies)	<b>£250 + VAT</b> (£300 inclusive of VAT) per tenant

An administration charge of 1.5% will be made if payment is made by Credit Card

## ADDITIONAL FINANCIAL RESPONSIBILITIES OF TENANT

Monthly rent payments for the property to be paid by standing order.

Utilities Bills (Gas, electricity, water and telephone). Please advise your Landlord/Agent of any changes that you have made to the supply of gas/electricity at the property.

Council Tax

Television Licence

Subscriptions to cable/satellite TV supplier and/or internet provider.

Contents Insurance for your belongings

The tenant is responsible for paying Stamp Duty Land Tax on rents that exceed £125,000 cumulatively.

Moving costs should be taken into account like removal van hire etc.

Professional cleaning fees before check out.

Inventory Clerk charge for checkout

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