

Summary Of Fees: Landlords

CORE SERVICES	FEE
Introduction Service	8% +VAT (9.6% inclusive of VAT) of the gross rent for first tenancy term
Rent Collection Service	10% +VAT (12% inclusive of VAT) of the gross rent for first tenancy term
Full Management Service	13% +VAT (15.6% inclusive of VAT) of the gross rent for full tenancy term
Short Lets - All levels of Service	15% +VAT (18% inclusive of VAT) of the gross rent for full tenancy term subject to a minimum fee of £500 +VAT (£600 inclusive of VAT)
Management Only Service	7.5% +VAT (9% inclusive of VAT) of the gross rent for full tenancy term subject to minimum fee of £1,200 +VAT (£1440 inclusive of VAT)
Vacant Management Service	£250 +VAT (£300 inclusive of VAT) per month
In House Tenancy Agreement (All levels of Service)	£230 +VAT (£276 inclusive of VAT)
Own Tenancy Agreement (All levels of Service)	£50 +VAT (£60 inclusive of VAT)
Memorandum of Renewal	£60 +VAT (£72 inclusive of VAT)

ADDITIONAL SERVICES & FEES (MANAGED)	MANAGED	NON MANAGED
Safety Check Inspections	Contractor's fee only	£45 +VAT (£54 inclusive of VAT) each + Contractor's fee
Additional Property Visits	£75 +VAT (£90 inclusive of VAT) per additional visit	£125 +VAT (£150 inclusive of VAT) per visit
Deposit Reconciliation	£50 +VAT (£60 inclusive of VAT) per hour or min £200 +VAT (£240 inclusive of VAT)	£50 +VAT (£60 inclusive of VAT) per hour or min £200 +VAT (£240 inclusive of VAT)
Major Works Supervision	10% +VAT (12% inclusive of VAT) of total cost of works	X
Shopping	£30 +VAT (£36 inclusive of VAT) per/part hour + expenses including travel time	X
House Sitting	£40 +VAT (£48 inclusive of VAT) per/part hour + expenses including travel time	X
Consent Application	£50 +VAT (£60 inclusive of VAT) each	X
Snagging Inspections	£50 +VAT (£60 inclusive of VAT) per/part hour + expenses including travel time	X

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

Summary Of Fees: Tenants

CORE SERVICES	FEE
Reservation Fee	£500 per property
Reference + Admin Fee	£250 + VAT (£300 inclusive of VAT) £75 + VAT (£90 inclusive of VAT) for every additional tenant
Guarantor Reference Fee	£75 + VAT (£90 inclusive of VAT) per applicant
Tenancy Agreement Fee	£75 + VAT (£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	£50 + VAT (£60 inclusive of VAT)
Tenancy Extension/Renewal Fee	£60 + VAT (£72 inclusive of VAT) per property
Late Rental Payment Letter	£60 + VAT (£72 inclusive of VAT) per property
Change of tenant charge (shared tenancies)	£250 + VAT (£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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