

## Schedule of Fees

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<b>Schedule Of Lettings Fees</b>		
<b>For each initial tenancy term, extension or renewal</b>		
1	Tenant Finding Service Only	£396.00 including VAT
2	Renewal Service	£60 including VAT
3a	Full management service	£396.00 including VAT and 12% of rent monthly including. <i>FOR EXAMPLE: IF THE MONTHLY RENTAL WAS £_____, THE MANAGEMENT FEE INCLUDING VAT WOULD BE £_____.</i>
3b	Portfolio Landlords - 5 or more properties	£330.00 including VAT and 9.6% of rent monthly including <i>FOR EXAMPLE: IF THE MONTHLY RENTAL WAS £_____, THE MANAGEMENT FEE INCLUDING VAT WOULD BE £_____.</i>
4	Advertising costs	At cost
<b>Rent Review</b>		
5	For the service of reviewing and implementing an increase in the rent	£90 including VAT together with the Agent's reasonable costs incurred.
<b>Supervision and arrangement of works over £200</b>		
6	A fee of	12% of the cost of works with a minimum fee of £24 including VAT
<b>Additional Periodic Inspections at the request of the Landlord</b>		
7	To visit and provide a written report	£30 including VAT
<b>Landlord Taxation and Inland Revenue</b>		
8	A quarterly fee	£60 including VAT
<b>Caretaking of Unoccupied Property</b>		
9	A monthly fee	£60 including VAT
<b>Completing an Inventory or Schedule of Condition</b>		
10	Furnished property	£140 including VAT
11	Unfurnished property	£100 including VAT
<b>Checking a Tenant into/out of the property</b>		
12	A fee of	£60 including VAT

<b>Issuing a Section 21 Notice for the Tenant Finding Service</b>		
13	A fee of	£30 including VAT
<b>Changes to Tenancy Agreement requested by a Landlord or his legal adviser</b>		
14	A fee of	£30 including VAT
<b>Arranging any of the following in addition to any fees charged by the other party</b>		
15	Mortgagee's consent	£12 including VAT
16	Furniture check	£12 including VAT
17	Gas Safety Certificate at the start or renewal of the tenancy	£12 including VAT
18	Smoke alarm check	£12 including VAT
19	Electrical Appliance check	£12 including VAT
20	Arrange cleaning at the start of the tenancy or at the end of the tenancy if not managing	£12 including VAT
21	Key cutting	£12 including VAT
22	Environmental Performance Certificate	£12 including VAT
<b>Providing duplicate statements</b>		
23	Per statement	£12 (minimum fee) including VAT
24	VAT annual statement	£60 including VAT
<b>Withdrawal of offer after acceptance and preparation of documents</b>		
25	A fee of	£138 including VAT
26	Contribution towards advertising costs	£240 including VAT
<b>Waiting time for a contractor at a managed Property</b>		
27	A fee of	£60 per hour including VAT
<b>Attendance at court of tribunal proceedings</b>		
28	A fee of	£120 including VAT

