

SCALE OF CHARGES

ITEM	Fee ex VAT	Fee inc VAT @ 20%
Letting Fee Includes marketing and advertising your property to secure a suitably qualified prospective tenant. To carry out referencing checks on the tenant (and any Guarantor) including general credit history, current and/or previous employer, current and/or previous landlord and any other information to assess affordability and suitability of the applicant(s). To carry out Right to Rent checks on all adult occupiers of the property.	£250.00	£300.00
Agreement Fee For the preparation of an appropriate Tenancy Agreement or Licence	£150.00	£180.00
Addendum Fee Drafting of specific tenancy terms required by the Landlord	£50.00	£60.00
Commission: First Term of a New Tenant Introduction Only Service Let Only Service* Letting + Rent Collection Service Full Tenancy Management Service <i>* Rent & Legal Guarantee not available with Introduction Only or Let Only Services</i>	£250.00 7% 11% 14%	£300.00 8.4% 13.2% 16.8%
Overseas Landlord Additional commission for non-resident landlords' HMRC reporting	1%	1.2%
Commission: Tenancy Renewal or Continuance (to the same tenant) Let Only Service* Letting + Rent Collection Service Full Tenancy Management Service <i>* Rent & Legal Guarantee not available with Let Only Service</i>	3% 8% 14%	3.6% 9.6% 16.8%
Land Registry Search Upon instruction we will make enquiries to confirm the legal owner(s) of the rented property	£5.00	£6.00
Energy Performance Certificate (EPC) An EPC is legally required to be made available to any prospective tenant	£75.00	£90.00
Deposit Protection Fee for protecting the deposit and complying with the requirements of The Housing Act 2004	£30.00	£36.00
Inventory & Check-In Preparation, by an Independent Inventory Clerk, of a detailed inventory & schedule of condition of the property; to meet the tenant at start of tenancy and agree the inventory; to record meter readings and handover of keys.	£108 - £195 inc VAT dependent on factors such as the number of receptions & bedrooms and whether furnished / unfurnished etc	
Property Inspection Conduct a maintenance inspection for non-managed property or an additional inspection over and above our bi-annual visits for Full Tenancy Management properties	£60.00	£72.00
Attend Property as Keyholder During Office Hours (<i>other charges may apply for out-of hours service</i>)	£40.00	£48.00
Additional Quotations Where a Landlord requires more than two quotations for works (<i>per additional quotation</i>)	£20.00	£25.00
Works Arrangement Fee Arrange and oversee works for non-managed properties. (<i>Also applicable to Full Tenancy Management properties where works exceed £1000.00</i>)	10%	12%
Duplicate Statements To supply further copies of statements and any supporting invoices (<i>per statement</i>)	£20.00	£24.00

Annual Income & Expenditure Report To prepare an end of Tax Year summary of rents received, fees and other expenses incurred	£30.00	£36.00
Service of Notice Preparation and service of a Section 8 or Section 21 Notice	£100.00	£120.00
Completion & Issue of Possession Claim Documents Preparation of Court forms to progress the Landlord's claim for Possession	£150.00	£180.00
Court Attendance To attend Court or Tribunal to accompany the Landlord or to give evidence (<i>per attendance</i>)	£150.00	£180.00
End of Tenancy (non-managed properties) Instruct an Inventory Clerk to arrange an appointment to attend the property; to review the checkout report; to instruct contractors/secure quotes for any remedial works required or the replacement of missing items; to negotiate deposit distribution between landlord and tenant; to unprotect and distribute deposit according to landlord and tenant's agreement.	£125.00	£150.00
Check Out Report For an Independent Inventory Clerk to meet the tenant at end of the tenancy; to review the inventory & schedule of condition of the property; record outgoing meter readings; receive all keys from the tenant and issue a detailed check-out report.	£75 to £110 inc VAT dependent on factors such as the number of receptions & bedrooms and whether furnished / unfurnished etc	
Deposit Dispute Resolution To collate and upload evidence to the Deposit Protection Scheme's Adjudicator to support the landlord's claim in the event proposed deposit deductions are formally disputed by the tenant. Properties on Full Tenancy Management Service Properties on Let Only or Letting + Rent Collection Services	£75.00 £150.00	£90.00 £180.00
Management During Void Periods Per month or part thereof	£50.00	£60.00
Work on Landlord's behalf outside the scope of the Terms of Business Other duties, per hour	£30.00/hr	£36.00/hr

WORKED COMMISSION EXAMPLES

Based on an agreed tenancy term of 6 months at a rent of £800pcm

Let Only Service

(full term charged at beginning of each fixed term tenancy)

Initial Tenancy: £403.20 inclusive of VAT (£336.00 + VAT)

Tenancy Renewal: £172.80 inclusive of VAT (£144.00 + VAT)

Roll Over (Monthly Periodic): NIL

Letting + Rent Collection Service

(full term charged at beginning of each fixed term tenancy)

Initial Tenancy: £633.60 inclusive of VAT (£528.00 + VAT)

Tenancy Renewal: £460.80 inclusive of VAT (£384.00 + VAT)

Roll Over (Monthly Periodic): £76.80 per month inclusive of VAT (£64.00 + VAT)

Full Tenancy Management Service

£134.40 per month inclusive of VAT (£112.00 + VAT)

NOTE THE TOTAL COMMISSION PAYABLE WILL VARY ACCORDING TO THE RENT AND/OR TENANCY TERM AGREED