

## SUMMARY OF CHARGES- LANDLORD

Lettings Services	% (inc VAT)
Lettings Service- Sole Agency (6mths+)	10.8%
Lettings Service- Multiple Agency (6mths+)	13.2%
Lettings Service (less than 6mths)	18%
Lettings & Management Service- Sole Agency	16.8%
Management Service Only- subject to prior agreement	TBC plus £300.00 set up fee

Tenancy Preparations, Notices, Deposit Registration and Right to Rent Checks	Lettings Service	Lettings & Management Service*
Arrange professional references on all Tenants/guarantors cost per application	£48.00	Charged at cost
Assured Shorthold, Non-Housing Act and Short Let	£300.00	£250.00
Renewal Tenancy Agreement (for above)	£250.00	£180.00
Renewal Memorandum	£180.00	£120.00
Deposit registration and transfer to custodial Deposit scheme	£48.00	Included
Right to Rent Checks- per Tenant	£30.00	Included
Section 21/Form 6A Notice and Notice to Quit	£72.00	Included
Deed of Surrender	£240.00	£180.00

The Fees and Charges itemised below where the items involve arranging a Service or product via a third party or supplier will be additional to the actual cost of the Service or product.

Additional Services	Lettings Service	Lettings & Management Service*
Arrange for the Gas Safety Record	£48.00	Included- charged at cost
Arrange for an Electrical Portable Appliance Test	£48.00	Included- charged at cost
Arrange for an EPC	£48.00	Included- charged at cost
Arrange for an Electrical Installation Check	£48.00	Included- charged at cost
Arrange Gas Safety Record, PAT, EPC & Electrical Check and Inventory	£150.00	Included- charged at cost
Arrange for the installation of smoke and carbon monoxide alarms	£48.00	Included-charged at cost
Arrange for the Inventory & Schedule of Condition preparation and Tenant Check In appointment	£48.00	Included- charged at cost
Arrange for the Check Out appointment with the Tenant	N/A	Included-charged at cost
Arrange for cleaning or garden tidy pre or post-Tenancy	£48.00	Included-charged at cost
Arrange for the sweeping of chimneys	£48.00	Included-charged at cost
Key Cutting	N/A	£120.00
Pre-Tenancy work >£1200.00 (inc VAT)	N/A	12% on all works costs
Works >£2000.00 (inc VAT)	N/A	12% on all works costs
Additional Property Visits	N/A	£120.00
Court Attendance- per half day	N/A	£360.00
Wait Time (min 2 hrs)	N/A	£72.00 per hour
Preparing and submitting documentation for adjudication to the relevant Tenancy protection scheme	N/A	From £240.00
Copy Documentation (max 3 documents per request)	£18.00 per request	Included
Additional Rent Statements (tax year set to a nominated third party)	£120.00	Included (one set)
Quarterly return to HMRC for Non-Resident Landlords	£180.00	£180.00
Cancelling a let prior to a Tenant taking occupancy	Reasonable costs	Reasonable costs

\* If the Management Service is suspended prior to or within the first 3 months of Tenancy commencement and Additional Services have been arranged then these shall be charged in accordance with The Lettings Service Additional Services and Charges. All Charges, Commission and Fees are subject to VAT the prevailing rate (currently 20%).