

### Landlord Fees & Charges

The services included in our commission (if required by you) are:

#### Let Only 10% + VAT (12% of the annual rent including VAT)

- Marketing and advertising as appropriate.
- Introduction of a prospective tenant.
- Accompanied viewings where possible
- Taking up full references
- Negotiating the terms of the Tenancy agreement between yourself and the Tenant and drawing up the contract.
- Requesting and holding the 5 weeks deposit (as Stakeholder) payable by the Tenant against damage and dilapidations as stipulated in the Tenancy Agreement. If held by the Landlord must be with the agreement of the Tenant(s).
- Our fee will be deducted from initial rent monies received.

#### Letting and Rent Collection 12% + VAT (14.4% of the annual rent – paid monthly for the duration of the tenancy)

- Marketing and advertising as appropriate.
- Introduction of a prospective tenant.
- Accompanied viewings where possible
- Taking up full references and credit checks (but not including any charges for Company Investigations should these be requested).
- Negotiating the terms of the Tenancy agreement between yourself and the Tenant and drawing up the contract.
- Requesting and holding the 5 weeks deposit (as Stakeholder) payable by the Tenant against damage and dilapidations as stipulated in the Tenancy Agreement.
- Notifying the local authority at the commencement of the tenancy.
- Demanding and receiving rent on your behalf.
- The forwarding of net rents to you monthly.
- The preparation and submission of monthly or quarterly rental statements.

#### Full Management 16% + VAT (19.2% of the annual rent – paid monthly for the duration of the tenancy)

- In addition to the above
- Routine maintenance including minor repairs. Any one item up to a maximum of £200 + VAT will be carried out without requesting approval and will be taken out of the £200 float. In an emergency wherever practical, estimates are obtained and submitted to you for approval in respect of works. A Property Management Sheet will be supplied for completion by you prior to the commencement of the Tenancy.
- Management will include periodic visits to the property investigating any defects which come to our attention or are brought to our attention by the Tenant.
- Arrange safety regulation checks (fee payable by Landlord for out-sourced services).
- Arrange the deposit reconciliation and return.

### ADDITIONAL SERVICES

Agreement fee:	£126.00 (£105.00 + VAT)
Tenant referencing fee:	£48.00 (£40.00 + VAT per applicant)
Deposit registration fee (managed):	£42.00 (£35 + VAT per tenancy)
Deposit registration fee (non-managed):	£54.00 (£45.00 + VAT per tenancy)

Letting on extended tenancies/renewals, (whether or not negotiated by us) commission is payable to the Agent at the rate of 8% plus VAT for the duration of the extended tenancy.