

# SCHEDULE OF FEES

**Full Management Service** - 14.4% inc VAT (12% +VAT). (Minimum of £60.00 inc VAT per month)

**Tenant Find Service (Managed)** - £330.00 inc VAT (£275.00 +VAT)

**Tenant Find Service only** - £450.00 inc VAT (£375.00 +VAT)

## Tenancy Fees

- **Inventory** – from £90.00 inc VAT (£75.00 +VAT)
  - o *Basic fee Includes hallways, kitchen, one bathroom, one reception room and one bedroom. Extra rooms are £10 per room and Inventories are quoted upon request.*
- **Rent Review/Renewal Fee/Section 13** - £60.00 inc VAT (£50.00 +VAT) per renewal or review
  - o *Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.*
- **Tenancy Deposit Dispute fee** - 12% inc VAT (10%+VAT) of claim (Minimum of £60.00 inc VAT)
  - o *The cost associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applied where the agent has protected the deposit.*
- **Additional Property Visits** – from £30.00 inc VAT (£25.00 +VAT)
  - o *Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property. The cost is dependent on travel time, distance and purpose for attending.*

## Maintenance Fees

- **Energy Performance Certificate** - £90.00 inc VAT (£75.00 +VAT)
- **Gas Safety Check** - £90.00 inc VAT (£75.00 +VAT)
- **Legionella Test** - £78.00 inc VAT (£65.00+VAT)
- **Electrical Installation Condition Report** - Prices available on request
- **Installing Smoke Alarms and Carbon Monoxide Alarm** - Prices available on request.
- **Arrangement fees for refurbishments over £1000.00** - 10.8% of net cost inc VAT (9% + VAT).
  - o *Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works, complete progress reports with photos and retaining any resulting warranty or guarantees.*

## Legal Licensing

- **Fees for the serving of legal notices (Section 8/Section 21)** - £75.00 inc VAT per notice (£62.50 +VAT)
- **Handling Local Authority License Application** - £240.00 inc VAT (£200 +VAT) per application.
  - o *Plus cost of certifications.*
- **Court Fees**
  - o *Preparation of documentation for County Court proceeding or independent adjudication will be £35.00 inc VAT (£25.00 +VAT) plus our reasonable costs and expenses and attendance at court or any tribunal on your behalf will be charged at £42.00 inc VAT (£35.00 +VAT) per hour plus our reasonable costs and expenses.*

## Withdrawal Fees

- **Landlord withdrawal fees *before move in*:** £375.00 inc VAT (£312.50 +VAT)
  - o *To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.*
- **Landlord withdrawal fees *during tenancy*:** £474.00 inc VAT (£395.00 +VAT)
  - o *To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility provider and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a tenant-find service.*