

COMMISSION FEES AND CHARGES

Letting and Rent Collection Fee	12% Inc VAT (10% plus VAT) of the Rent
OR	
Letting, Rent Collection and Management	18% Inc VAT (15% plus VAT) of the Rent

Charges Calculation: Weekly Rent multiplied by fifty-two weeks (or number of weeks of Tenancy) divided by twelve (or number of months of Tenancy) multiplied by Service percentage plus VAT for the duration of the Tenancy.

Administrative Fees

Assured Shorthold Tenancy and Non Housing Act <i>(Includes: Registration for My Deposits and Right to Rent Checks)</i>	£300 Inc VAT
Extension Memorandum or Deed	£150 Inc VAT
Tenant Referencing per person (Includes Credit Check)	£50 Inc VAT

Additional Services Available

The table below outlines the additional services available and any associated costs. Please be advised that where these services require a third party contractor the costs below are in addition to their costs. Please tick the box if you would like us to book these services on your behalf.

VAT is included in all costs unless stated otherwise.

Additional Services	Letting & Rent Collection	Letting & Rent Collect & Managed
Registration for MyDeposit Scheme	Included	Included
Right to Rent Checks	Included	Included
Duplicate Statements	Included	Included
Arrange Energy Performance Certificate	£40	Included
Arrange Gas Safety Certificate	£40	Included
Arrange Electrical Installation Condition Report (EICR)	£40	Included
Arrange Portable Appliance Test (PAT)	£40	Included
Obtain consent from lender / freeholder	£80	Included
Arrange Insurance for Landlord	£80	Included
Arranging Pre or Post Tenancy Clean	£40	Included
Arranging Inventory Check In	£40	Included
Arrange Inventory Check Out	£40	Included
Keys cutting – Non -Security Key	N/A	£40
Security Key	N/A	£120
Sending International payments	£30	£30
Refurbishment Works	N/A	10%
Income and Expenditure reports	£80	£80
Deed of Guarantee	£80	£80
Deed of Variation / Assignment	£175	£175
Deed of Surrender	£175	£175
Section 21 Notice / Form 6a Notice	£150	Included
Preparation of Documentation for Court Proceedings	£100 per hr	£100 per hr
Attendance at Court or Tribunal (plus reasonable expenses)	£100 per hr	£100 per hr
Helping to recover a deposit through adjudication	N/A	Included
Additional Property Visits	N/A	£120
Wait Time at the Property	N/A	£75 per hr
Vacant Property Management Service	N/A	£150 per month
Withdrawal from an agreed offer	£450	£450
Sales Commission if Tenant Purchases the Property, plus VAT	2%	2%