

## Landlord Guide to Service Fee's

Description	Excluding VAT	Including VAT
<b>Letting Only Service ~</b>	12% Sole Agency* 14% Multiple Agency*	14.4%* 16.8%*
<b>Letting &amp; Rent Collection Only Service ~</b>	14%* Sole Agency	16.8%*
<b>Letting, Rent Collection &amp; Full Management Service ~</b> <i>Subject to a minimum monthly management fee of £60.00 (£72.00 incl VAT)</i>	17%* Sole Agency	20.4%*
<b>Tenancy Setup Fee</b> <i>Applicable to all lettings in addition to our letting service fee &amp; when a new tenancy agreement is required to be drawn i.e. change of occupant.</i>	£350.00	£420.00
<b>Management Only Service</b> <i>Subject to a Tenancy Setup Fee (detailed above) a minimum monthly management fee of £60.00 (£72.00 incl VAT)</i>	6%	7.2%
<b>Short Let Service ~</b> <i>For lettings up to 3 months only.</i>	16%*	19.2%*
<b>Tenancy Renewal Fee –</b> <i>Applicable to all lettings whereby the tenants continue the tenancy after the initial letting term. Any management or rent collection service fee's will be in addition to the renewal fee if the service is continued.</i>	10%	12%
<b>Tenancy Continuation Admin Fee –</b> Preparation of Renewal Memorandum <i>Where a memorandum is not suitable the Tenancy Setup fee will apply.</i>	£300.00	£360.00

Fees are expressed as a percentage of the agreed rent for the entire period of the tenancy and are payable in advance.

~ Subject to a minimum fee of one months rent.

Description	Excluding VAT	Including VAT
<b>Arrangement of Certification Service</b> <i>Arrangement of EPC, Gas safety, etc (the cost of works is additional; subject to quotation)</i>	£50.00	£60.00
<b>Right to Rent Re-Checks</b>	£80.00	£96.00
<b>Serving of Notices: Section 21</b>	£80.00	£96.00
<b>Early Termination</b>	£100.00	£120.00
<b>Additional Property Visit</b>	£120.00	£144.00
<b>Accompanying Landlord Contractor</b> <i>Cost per hour subject to a minimum of 2 hours</i>	£75.00	£90.00
<b>Arranging works beyond routine maintenance &amp; repair</b> <i>Management &amp; instruction of contractor works, charge may be applied to Invoice value of £1800 Inc VAT. Charge applies to work relating to HMO Licensing requirements.</i>	10%	12%
<b>Breach of Sole Agency &amp; Withdrawal from Proposed Tenancy</b>	Half of one months rent	
<b>Vacant Property Supervision Service: Including a monthly property visit</b>	£150.00 per month	£180.00 per month
<b>Pre-Marketing Property Preparation Service</b>	£500.00	£600.00
<b>Formulating Deposit Adjudication Claim – Management Service</b>	£300.00	£360.00
<b>Formulating Deposit Adjudication Claim – Letting Only Service</b>	£1000.00	£1200.00
<b>Deposit Retention Fee: Post termination</b>	£100.00	£120.00
<b>Deposit Transfer Fee to New Deposit Scheme</b>	£50.00	£60.00
<b>Bank Transfer – Same day, UK accounts</b> <i>Overseas accounts will be £30.00 (£36.00 incl VAT)</i>	£20.00	£24.00
<b>HMRC Return for withheld tax (per quarter)</b>	£25.00	£30.00
<b>Year End Statement Reconciliation</b>	£100.00	£120.00
<b>Legal Proceedings</b> <i>When our staff are required to attend court or hearings. Cost per hour, subject to a minimum 2 hours</i>	£100.00	£120.00
<b>HMO License Application</b> <i>Excludes cost of license, any works &amp; risk assessment or other documentation required to grant the license.</i>	£395.00	£474.00
<b>Sale of Property</b> <i>If sold to current tenants found by PropertyTime</i>	1%	1.2%