

1. Fully Managed - Scale of Fees:

Management Fee	15% + VAT *
New Tenancy Charge	£299 + VAT (£358.80 inc.)
Reference Per Tenant	£25 + VAT (£30 inc.)
Reference For Guarantor	£35 + VAT (£42 inc.)
Tenancy Agreement	Included
Photographic/Video & Written Inventory	Included
Registration of Damage Deposit to relevant Deposit Scheme	Included
Tenancy Resigns	Included
Exit Inspection	Included
Mediation for Deposit Release (if in dispute)	£149 + VAT (£178.80 inc.)
Set Up Fee for Properties with Existing Tenants (no new tenancy fee payable)	£120 + VAT (£144 inc.)
Purchase of furniture by agreement with client - Minimum Fee	£30 + VAT (£36 inc.)
Co-ordination of works/obtaining quotes/estimates	£15 per hour + VAT (£18 inc.)
Energy Performance Certificate	£99 + VAT (£118.80 inc.)
Annual Legionella Risk Assessment	£35 + VAT (£42 inc.)
Rent Guarantee & Legal Protection	£299 + VAT (£358.80 inc.)
To Let Board	£25 + VAT (£30 inc.)
Serving of Notices (Section 21/Section 20/Rent Reviews etc.)	£125 + VAT (£150 inc.)
Preparation of Court Papers	£200 + VAT (£200 inc.)
Attending Court (per half day)	£250 + VAT (£300 inc.)
Postage of Notices/Letters/Documents on Landlord behalf (per item)	£10 + VAT (£12 inc.)
Additional Inspections at Landlord's request	£25 + VAT (£30 inc.)
Statement of account	£30 + VAT (£36 inc.)

2. Tenant Find – Scale of Fees:

Fee: ½ One Months rent + £299 + VAT New Tenancy Charge and Optional Exit Inspection Fee £75 + VAT
(based on a rent of £1000, our new tenancy charge, inclusive of VAT, would be £958.80 with an optional exit inspection fee of £90)

This Introduction price includes: Taking instructions, marketing and advertising the property, preparation of property details, right to rent, referencing and credit checking of prospective tenant[s], video and written inventory, and preparation of Assured Shorthold Tenancy Agreement.

N.B: NO Deposit will be handed to a non managed/introduction only landlord unless proof of membership to one of the Government approved deposit schemes is provided. Further information can be obtained from the following websites: www.mydeposits.co.uk, www.depositprotection.com or www.thedisputeservice.co.uk

Where a Landlord wishes to rent his/her property through the Tenant Find Service, he/she is bound by the terms of this Agreement. However, upon signing a Tenancy Agreement, the Landlord agrees to manage the property himself/herself, including all maintenance, inspections, repairs and rent collection and indemnifies the Agent against any issues at the property once the Tenant has taken occupation.

Subject to no material change to the tenancy or inventory, at the end of the Tenancy, the agent will carry out an Inspection and mediate if required the return of the Damage Deposit. This will only apply if the Landlord notifies the Agent in writing at least 14 days prior to the Tenant leaving the property.

It is a requirement that the Landlord uses the Agents Inventory and Schedule of condition and pays the appropriate fees including New Tenancy Charge.

All Damage Deposits will be paid into a approved Deposit Scheme, with Landlords and Tenants receiving information within 14 days of a new Tenancy commencing.

*(based on a rent of £1000, our fee, inclusive of VAT, would be £180)