



## Fees and charges for landlords

Let Only Service: 8% + VAT (9.6% including VAT)

Letting and Rent Collection Service 10% + VAT (12% including VAT)

Full Property Management Service 12% + VAT (14.4% including VAT)

The following Services are in addition to the above and form the subject of an additional charge.

- Preparation of an Inventory/Check in and check out on behalf of the Landlord by an independent inventory clerk. The cost depends on the size and style of the Premises. Estimates will be given upon request. The cost of the preparation of the Inventory/ Check in and out is borne by the Landlord.
- Tenancy Set Up Fee an administration charge of £200.00 + VAT (£240.00 including VAT) is payable to cover the cost of preparing new documentation & referencing tenants, arranging and supervising the signing and execution of the new agreement.
- Tenancy Renewal Fee an administration charge of £120.00 + VAT (£144.00 including VAT) is payable to cover the cost of preparing new documentation, arranging and supervising the signing and execution of the new agreement.
- Property inspection and a report of property condition during a tenancy at the Landlord's request are charged £80.00 + VAT (£96.00 including VAT).
- Preparation of documentation for County Court proceedings or Deposit Protection Service ("DPS") adjudication will be £50.00 + VAT (£60.00 including VAT).
- If the Landlord is not resident in the UK, we will charge an administration fee of £25.00 + VAT (£30.00 including VAT) each quarter for tax retention and completion of the documentation required by the Centre for Non Residents.
- Professional pre-tenancy clean. Estimates will be provided upon request.
- Private Property License application fee £150.00 + VAT (£180.00 including VAT).