

## **Landlord Scale of Charges**

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| 1.) Let Only Service                    | 60% to 120% of one calendar months' rent inclusive of VAT. Subject to a minimum fee of £660.00 inclusive of VAT  |
| 2.) Letting and Rent Collection Service | Let Only fee as above plus 11% (inclusive of VAT) of the rent received, deducted by the Agent.   |
| 3.) Full Management Service             | Let Only fee as above plus between 12% and 15% (inclusive of VAT) of the rent received, deducted by the Agent.<br><br>Licensed HMO properties will be charged for Let Only fee as above plus 18% (inclusive of VAT) of the rent received, deducted by the Agent. |

The fees specified for the above services are payable when any individual or organisation enters into an agreement to rent a property using an Assured Shorthold Tenancy as a result of our promotion, introduction, or viewing. For all services, reduced rates will apply for tenancy renewals. For our Full Management service, reduced rates will apply for subsequent re-lets.

## **Contractual tenancies**

For Contractual agreements only, an administration charge of 60% of one month's rent (including VAT) will be charged. The Tenant Fees Act 2019 only applies to Assured Shorthold tenancies.

## **Additional Charges**

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| Tenant/ Guarantor credit check                                      | Free of charge (RRP £15 per credit check)  |
| Tenant/ Guarantor comprehensive reference                           | £30.00 (inclusive of VAT)  |
| Company reference   | £50.00 (inclusive of VAT)  |
| Deposit lodged with Custodial DPS and prescribed information issued | Free of charge. Should a landlord request any changes to a protected deposit during a tenancy, the Agent will charge the Landlord £30 inclusive of VAT   |
| Prescribed Information issued for other schemes                     | Free of charge<br><br>Landlord required to supply certificate and supporting scheme documentation<br><br>Should a landlord request any changes to a protected deposit during a tenancy, the Agent will |

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|   | charge the Landlord £30 inclusive of VAT  |
| Right to Rent checks  | Free of charge<br><br>The Agent cannot be held liable if checks are not carried out should the Landlord release keys themselves                             |
| Inventory service   | Individual quotes based on specification i.e. number of beds/ baths through an Independent supplier   |
| Duplicate statements  | Free of charge  |
| Professional hourly rate  | £60.00 (inclusive of VAT) Charged by the Agent when required to carry out any additional work   |
| Key release for check in  | Free of charge<br><br>From one of our offices. The Agent will not meet tenants at the property  |
| Move in pack, which may include serving inventory and gas safety record | Free of charge<br><br>Issued to the first person to collect keys from our office. For Let Only service, the Landlord must supply all documents to the Agent |
| Void property inspections (if required)                                 | Included in management service. Please refer to our Terms of Business   |
| Tenancy renewal fee   | 60% of one month's rent (inclusive of VAT)<br><br>If the monthly rental is £600.00 you will pay a fee of £360.00 (inclusive of VAT)                         |
| Major works fee   | 12% of monthly rent (inclusive of VAT)<br><br>i.e. If the works costs £500.00 you will pay a fee of £72.00 inclusive of VAT                                 |
| Transfer of management to the Landlord or another Agent                 | £120 (inclusive of VAT) minimum, per property   |

Where the Landlord cancels the Agent's instruction to provide a management service, the Agent reserves the right to charge the Landlord for reasonable costs for the remaining period.

Where the Landlord cancels a let where the Agent has conducted tenancy related paperwork, the Agent reserves the right to charge the Landlord for reasonable costs.

VAT is payable at the prevailing rate on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated above.

### **Redress Scheme**

Letting Agents are required to be a member of a redress scheme. We belong to the following property redress scheme The Property Redress Scheme and you can seek redress by writing to the scheme at:

Address: The Property Redress Scheme, Premiere House, 1st Floor Elstree Way, Borehamwood, Hertfordshire WD6 1JH. **Website: [www.theprs.co.uk](http://www.theprs.co.uk)**