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|---------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Letting Fees</b> | <b>Let Only Service</b>        | First month's achieved rent plus VAT<br>Deposit Protection / flatfair administration charge – £72.00 inc. VAT<br>Referencing fee (per tenant / per guarantor) £48 inc. VAT |
|                     | <b>Rent Collection Service</b> | 9.6% inc. VAT                                                                                                                                                              |
|                     | <b>Managed Service</b>         | 15% inc. VAT                                                                                                                                                               |

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| <b>Rent Guarantee</b> | £45 inc. vat |
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| <b>Set-up fee</b> | Each tenancy is subject to a set-up fee equivalent to 78% inc. VAT of the first month's rent. This includes credit referencing, tenancy agreement, compliance with right to rent legislation, deposit registration and land reg check.<br><i>Applicable for rent collection and managed service</i> |
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The cost for the inventory is taken at the start of the tenancy and the cost for the check-out is taken once notice is served, both are applicable for each tenancy. These costs include VAT:

| <b>Inventory / Check out Costs</b> |                    | <b>Studio</b> | <b>1 Bed</b> | <b>2 Beds</b> | <b>3 Beds</b> | <b>4 Beds</b> | <b>5 Beds</b> |
|------------------------------------|--------------------|---------------|--------------|---------------|---------------|---------------|---------------|
|                                    | <b>Unfurnished</b> | £130.00       | £130.00      | £165.00       | £200.00       | £260.00       | £350.00       |
|                                    | <b>Furnished</b>   | £160.00       | £160.00      | £220.00       | £285.00       | £375.00       | £500.00       |

## Additional Charges

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| Alterations requested by your solicitor to our standard Tenancy Agreement (Fee is per hour)                                                                                 | £60 inc. VAT  |
| Visits during a void period (Fee is for one visit each fortnight during office hours)                                                                                       | £72 inc. VAT  |
| Additional property visits (Fee is per visit)                                                                                                                               | £72 inc. VAT  |
| Supervisory fee for refurbishment of the premises (Fee applies to any works over £1,200 including VAT but subject to a minimum fee of £120.00 including VAT)                | 12% inc. VAT  |
| Preparation of documentation for TDS adjudication (Fee is plus our reasonable costs and expenses)                                                                           | £180 inc. VAT |
| Preparation of documentation for County Court proceedings, attendance at court or any tribunal on your behalf (Fee is per half day plus our reasonable costs and expenses.) | £240 inc. VAT |
| Duplicate statements can be provided to you or your accountant. (Fee is per statement or £120.00 including VAT for all the statements covering a tax year)                  | £12 inc. VAT  |
| Administration for Non-resident landlords without HMRC approval.                                                                                                            | £25 inc. VAT  |
| Attend the property to allow access to a contractor, where neither you or the tenant can be present (Fee is per hour)                                                       | £25 inc. VAT  |
| Rent review – A review of the current lettings market and issuing a Form 4A on your behalf                                                                                  | £180 inc. VAT |
| Fees for the service of Legal Notices (Fee is per Notice)                                                                                                                   | £180 inc. VAT |
| Arranging for a residential EPC to be completed                                                                                                                             | £120 inc. VAT |
| Arranging for a Gas safety certificate and boiler service to be completed                                                                                                   | £150 inc. VAT |
| Arranging for an Electrical installation condition report (EICR) to be completed                                                                                            | £250 inc. VAT |
| Land registry check                                                                                                                                                         | £7 inc. VAT   |
| Tenant / guarantor / permitted occupier referencing fee (Fee is per person)                                                                                                 | £48 inc. VAT  |
| Administration for Change of tenancy inclusive of reference                                                                                                                 | £280 inc. VAT |

