

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 below. If the VAT rate changes the price charged will change accordingly.

An amount payable under a percentage fee will go up or down depending on the agreed rent level. Fixed fees will remain the same regardless of the rent level agreed.

1) Full Manage Lettings Inc VAT      12% of the rent received (monthly)

The fees under the above services are payable when any individual or organisation enters into an agreement to rent the Property as a result of our promotion, introduction, or viewing by the agent.

### **Additional Charges Inc VAT**

Tenant referencing	£60 per~ tenant/property
Guarantor referencing	£60 per~ tenant/property
Company Credit Check	
UK Company	£60 (3 working days)
Overseas Company	£90 (10 working days)
Inventory service	Free
Professional hourly rate	£30 Charged by the Agent when required to carry out any additional services
Additional Keys / Fobs etc	£35* Per Standard Key Cut (dependant on brand of key)
Void property inspections	Free
Tenancy renewal fee	£90
Tenancy Deposit Scheme	
Security Deposit Registration	Free
Accounts	
Monthly Statements	Free
Compliance & Legal Requirements	
EICR (£200) & PAT (£110)	£290 (Both)
Smoke Alarm & Carbon Monoxide Certificate	£20
Legionella Risk Assessment	£115

Landlord Fees  
Letting and Management

EPC	£98
Gas Safety Record	£89
Miscellaneous	
Court / Bailiff Attendance (2 hours)	£115
Locate Metre Property Visit	£30
Arranging / Supervising Building or Refurbishment Works	12% Inc VAT (of works costs)
Disputes from Non Housing Act Tenancies (The Tenancy Deposit Scheme will mate its independent Alternative dispute resolution service Available to you as our client)	£600

In the event of cancellation during a tenancy the minimum fee that would be payable is the agreed Lettings Fee listed above, plus other costs incurred, including a reasonable fee for the time management which has been provided. These costs might include the number of months of management service that has been provided and any disbursements such as arranging the EPC, the Gas Safety Record or other works.

### Property Redress

We are members of Property Redress Scheme. Membership Number: PRS016432

### Client Money Protection

We have client money protection. Membership Number: CMP011288

Rent	Payable monthly in advance (unless agreed otherwise).
Security deposit	Payable before the start of the tenancy and held under a Government approved scheme for the duration of the agreement. It will be repaid in full provided all tenancy obligations have been fulfilled.
Holding deposit	Equivalent to one week's rent. This is to reserve the property and will be used to cover the landlord's costs if the tenant withdraws from the agreement, provides false information, or fails to reasonably complete the agreement.
Default payments	If the tenant breaches the tenancy agreement they will be liable to the landlord for any losses the landlord suffers.
Council Tax	Payable to the billing authority if the tenant is liable.
Utilities	Including water, sewerage, gas (or other heating fuel) and electricity. Payable in respect of the dwelling, and if required in the tenancy agreement. This may be payable to the landlord or to the utility provider.
Television licence	Payable if the contract holder is required to make a payment to the British Broadcasting Corporation under the tenancy agreement.
Communication services	Payable to a provider of: internet, cable or satellite television, telephone services other than mobile if the tenancy agreement requires the payment.