

## SCALE OF CHARGES

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| 1) Introduction Only Service           | £n/a (plus VAT) payable for each letting where the tenant is introduced through the Agent                               |
| 2) Tenant Find Service                 | 60% of 1 <sup>st</sup> month's rent (inc VAT) payable for each letting where the tenant is introduced through the Agent |
| 3) Letting and Rent Collection Service | 8.4% (inc VAT) of the rent received, deducted by the Agent  |
| 4) Full Management Service             | 9.6% (inc VAT) of the rent received, deducted by the Agent  |

The fees under the above service 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

Agreement Admin Fee	£n/a (inc VAT)
Inventory Service from	£120 (inc VAT)
Duplicate Statements	£n/a (inc VAT)
Professional hourly rate	£60 (inc VAT) Charged by the Agent when required to carry out any additional services
Check In	£n/a (inc VAT)
Check out	£n/a (inc VAT)
Void Property inspections	£n/a (inc VAT) (per visit)
Tenancy Renewal fee (new ones)	£180 (inc VAT)
Major works fee	£n/a (inc VAT)

### Minimum Fee

Where the Landlord cancels the Agent's instruction to provide a management service the Agent will charge and the Landlord will pay a fee based upon ....6% (inc VAT) of the agreed rent for the period not exceeding six months from the commencement date of the tenancy.

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.

Signed by the landlord .....

## **SCALE OF CHARGES OTHER INCOME**

### Charges to tenants:

1). Tenant Administration	£n/a	(inc VAT)
2). Credit/Referencing	£n/a	(exc VAT)
3) Tenancy agreement drafting	£n/a	(inc VAT)
4) Check in inventory	£n/a	(inc VAT)
5) Check out inventory	£n/a	(inc VAT)
6) Tenancy Renewal	£n/a	(inc VAT)
7) New landlord reference	£n/a	(inc VAT)
8) Guarantor referencing	£n/a	(exc VAT)

The fees charged to the tenant may change and we will endeavour to inform you of such a change at the earliest opportunity.

We may also receive commissions from:

Contractors

Insurance companies

Referencing companies

Utility providers and others

These commissions will not be included in the contractor invoice and can be up to .....n/a (inc VAT) of the total invoice.

Signed by the landlord .....