

## SCALE OF CHARGES TO LANDLORDS

FEE (incl VAT)

### 'LET ONLY' SERVICE

£

#### Standard charges

(Charges which will arise to let your property through us)

**Setting up fee** \* 50% (plus VAT) of the per calendar month (PCM) rent variable / 420min #  
(subject to a minimum of £420 incl. VAT)

The setting up fee is payable for each letting where the tenant is introduced through the Agent. This includes 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.

VAT is payable at the prevailing rate on all our fees.

\* includes but not limited to all work and documentation associated with marketing & advertising; provision of necessary landlord checks and documentation; undertaking viewings; handling applications & referencing incl. right to rent checks; tenancy agreement, and conducting sign-up appointment.

The following are subject to additional charge as detailed below - preparing inventory (including photographs); conducting move-in appointment; and registration and protection of deposit

PCM = per calendar month

pa = per annum

FOC = free of charge

# Example – for a tenancy with a PCM rent of £800 the setting up fee payable is £480 being (50% of £800= £400 plus VAT of £80)

FEE (incl VAT)

£

#### Additional charges

(Charges which may arise to let your property through us)

##### Prior to tenancy commencing:

Inventory (unfurnished up to 3 bedrooms, furnished or 3 or more bedrooms by negotiation) 75 min

Inventory as above including move-in appointment and reporting to utility providers (gas/electric/water) and council after move-in 100 min

Deposit protection (only available where Agent does inventory & move-in) 30 pa

##### Associated with Agreements:

Tenancy renewal fee (excl. re-protection of deposit) 60

Deposit re- protection (only available where Agent does inventory & move-in) 30 pa

Addendum to existing tenancy agreement (at your request) 30

	<b>FEE (incl VAT)</b>
	<b>£</b>
<u>Associated with serving notice:</u>	
Service of section 21 notice	90
Service of section 8 notice	90
Service of section 13 notice	90
Court attendance (up to two hours incl. travel time)	150
Attendance at property to meet bailiffs (per hour or part thereof)	60
<u>Associated with payments:</u>	
BACS 'same day' transfer to you	12
Payments made to us by bank transfer or debit card are FOC	
Payments made to us in cash – transaction fee of 1.5%	varies
We do not accept payments by cheque or credit card	
<u>Associated with property repairs/maintenance/refurbishment:</u>	
New or remarket instruction dilapidations quotes (up to 5 quotes)	100
Overseeing major repairs and refurbishment works (12% of net cost of works)	varies
<u>Miscellaneous:</u>	
Move out inspection/ inventory check and report to landlord	75
As above plus reporting to utility providers (gas/electric/water) and council	100
Property visits (in addition to attending for viewings as detailed above) (this does not include negotiating the deposit)	30
Deposit Dispute submission to TDS	100
Supplying additional keys (up to 2 keys then £5 per additional key)	20
Duplicate copies of documents by post (email is FOC)	20
<b>Additional charges</b>	
<b>(Charges for additional services)</b>	
Energy performance certification/ Gas safety certification/ electric safety certification/legionella risk assessment/ smoke alarms/carbon monoxide alarms	see Certification Guide
Rent protection and legal expenses cover 'Paul Carr Rent Recovery Plus'	150

*VAT is payable at the prevailing rate on all our fees. It is included where a fixed amount is quoted but where a percentage is applied to a figure the percentage will be plus VAT. Transaction charges for payments made to us is all-inclusive.*