

TENANT AND LANDLORD FEES

Initial charges

1. Fixed charge to the landlord for arranging a letting only (**tenant find**) - **2.5 weeks rent + VAT**

2. Commission charge to the landlord for arranging a letting - **10% + VAT of rents receivable based on a minimum period of 6 months.**

3. Administration charge for arranging a letting.

Landlord - **£ 264 inc VAT**

Tenant - **£250 inc VAT**

4. Administration charge relating to deposit protection.

Landlord - **£ NIL**

Tenant - **£ NIL**

5. Charge for arranging a guarantor (if required).

Landlord - **£ NIL**

Tenant - **£ 120 inc VAT**

6. Inventory fees payable by

Landlord - **£ 70 (no VAT applicable)**

Tenant - **£ NIL**

Ongoing charges for management

7. Fixed charge to the landlord for management of the property - see below

8. Commission payable monthly by the landlord for managing the property - **10% + VAT of rents actually received (deducted from rent before payment to landlord – monthly).**

Renewals

9. Charges to landlord for renewing tenancy when it expires with the existing tenant renewing. **£ NIL**

10. Charge to existing tenants for renewal of existing tenancy **£120 inc VAT**

11. If re-letting the property when it is vacant the charges remain the same as those itemised above under the initial charges.

12. Charges to the landlord if renewal is effected where at least one tenant remains but a new tenant/s is/are introduced.

Fixed fee **£ NIL**

Commission **£ NIL**

13. Charge to a tenant if at least one of the existing tenants continues and a new tenant/s is/are introduced **£250 inc VAT**

Assignment of tenancy/transfer of tenancy where it is ongoing

14. Charge to the landlord for assignments etc if tenancy is transferred whilst it continues **£ NIL**

15. Charge to the tenant for assignment etc if tenancy is transferred whilst it continues
£ NIL

Charges during tenancy

16. Charges for arrears letters/notification

Landlord - **£24 inc VAT**

Tenant - **£24 inc VAT**

17. Charges for letters/notification relating to other tenancy breaches

Landlord **£42 inc VAT**

Tenant **£42 inc VAT**

18. Charges for statutory notices e.g. Section 21 or Section 8

Landlord **£42 inc VAT**

Tenant **£42 inc VAT**

19. Charges for dishonoured payments, e.g. cheques bounced and credit card payments dishonoured

Landlord **£60 inc VAT**

Tenant **£60 inc VAT**

20. Charges for inspections

Landlord **£ NIL**

Tenant **£ NIL**

21. Interest charges payable on late payments 2% above HSBC bank base rate

22. Charges for failure to return keys/change locks

Landlord **£120 inc VAT**

Tenant - **£120 inc VAT**

23. Charges for call outs

Landlord - **£ as charged by utility/service co**

Tenant **£ as charged by utility/service co**

Termination

25. Fee for inventory on vacating property.

Landlord - **£ 40 (no VAT applicable)**

Tenant - **£ NIL**

26. Any charges for release of deposit

Landlord **£ NIL**

Tenant **£ NIL**

27. Tenancy deposit dispute adjudication charges for administering process

Landlord **£ NIL**

Tenant **£ NIL**