

SCHEDULE OF FEES – Landlords

Letting and management service	The fees for letting and management services are charged in accordance with the service level selected by the Landlord and are calculated as follows Let only service – 6% of the agreed annual rent, subject to a minimum fee of £1000 Let and rent collection service – 8% of the rent due Fully managed service – 10% of the rent due Enhanced management service – 15% of the rent due
Inventory fee	£240 to arrange a full inventory of the property and its contents, carried out by an independent inventory clerk
Check-out fee	£180 to arrange a check-out inspection at the end of the tenancy, carried out by an independent clerk based on the initial inventory report
Deposit registration fee	£50 for let only & rent collection service – to register the tenants' security deposit with DPS
EPC	£150 to arrange an Energy Performance Certificate for the property
Gas safety certificate	£100 to arrange a gas safety certificate
EICR	To arrange an Electrical Installation Condition Report at the cost of Studio, 1 bed or 2 bed property - £150 3 bed property - £200 4+ bed property - £250
Court attendance	£420 per day . Should we be required to attend court on behalf of the landlord, the above fee will be charged plus any out-of-pocket expenses incurred
Insurance claim administration	£240 to arrange works in relation to an insurance claim. To obtain competitive quotes, inspect the works upon completion and liaise with all parties
Tax remittance for overseas landlords	£250 per annum to process quarterly and annual tax returns and provide annual tax certificates to non-resident landlords who do not hold a valid exemption from HMRC
Serving of notice	£90 to serve the appropriate notice at the landlord's request (included in our full management service)
Licence application	£350 to apply for a licence under Selective, Mandatory or Additional Licensing scheme plus cost of application
PAT testing	£150 to arrange PAT testing
Fire detection service	£200 to arrange service of fire detection system

SCHEDULE OF FEES – Tenants

Late payment of Rent	3% plus the Bank of England base interest rate
Replacement keys and associated costs	At cost
Holding Deposit to Reserve a Property	1 Weeks Rent