

Lettings Fees and charges

Initial term

Long let tenancies

-Letting service	10% (12% inc VAT)
-Renewal Fee	8% (9.6% inc VAT)
-Letting and rent collection	12% (14.4% inc VAT)
-Letting and management service	16% (19.2% inc VAT)
-Management service	6% (7.2% inc VAT)

Short let tenancies

Letting service	20% (24% inc VAT)
Letting and management service	25% (30% inc VAT)

Additional charges

Tenancy Agreement preparation	£150 (£180 inc VAT) / £100 (£120 inc VAT for Renewal)
Deposit protection and administration	£40 (48 inc VAT)
References	£50 (£60 inc VAT) per applicant and per guarantor
Inventory, Check In, Check Out and Schedule of Condition	Depending on the size and style of the Premises
Addenda or memoranda	£100 (£120 inc VAT)
Withdrawal from an agreed offer	£600 (£720 inc VAT)
Additional property inspections	£50 (£60 inc VAT)
Service of Notices to terminate a tenancy (where we do not manage the property)	£30 (£36 inc VAT)
Instructing contractors during void period	£50 (£60 inc VAT)
Gas Safety Inspection	£80 (£96 inc VAT)
Energy Performance Certificate	£100 (£120 inc VAT)
Key cutting	Cost of keys plus £30 (£36 inc VAT)
County court document preparation	£100 (£120 inc VAT)
Court or tribunal attendance	£150 (£180 inc VAT) per half day
Additional annual statements	£50 (£60 inc VAT)
Non-resident landlord tax retention administration	£80 (£96 inc VAT)
