



SCHEDULE OF FEES

Tenant Fees

Lost Keys

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant(s), landlord, Agent and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s), including attending a call-out for re-entry

Security Deposit

Equal to five weeks rent – this covers damages or defaults on the part of the tenant during the tenancy

Replacement tenant

Change of Sharer (Tenant's Request) £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

If the tenant would like to terminate their lease prematurely, they will be responsible for covering the expenses incurred by the landlord for finding a new tenant, in addition to all outstanding rent owed until the commencement of the new lease term. These expenses will not exceed the total outstanding rent on the current lease. The landlord's re-letting fee amounts to 75% of one month's rent, plus VAT.

Holding Deposit

A sum equivalent to one week's rent will be collected as a deposit to secure the property, and it will be retained for a period of 15 calendar days, unless explicitly agreed otherwise, for the purpose of completing all necessary tenancy paperwork. This deposit will be credited towards the initial month's rent upon the successful completion of all required tenancy documentation within the 15-day window from when the holding deposit is received. It will be withheld if any relevant party, including guarantors, decides to withdraw from the tenancy, fails a Right-to-Rent verification, provides materially significant false or misleading information, or does not sign their tenancy agreement (and/or Deed of Guarantee) within the specified 15 calendar days.

Landlord fees/ Commission Schedule

	ex. VAT	inc. VAT
Letting Service only Commission	100%	120%
Lettings Service Tenancy Renewal (same tenants no references)	£250	£300
Standard Property Landlord Management Fee	12.50%	15%
Rent Collection	8%	9.6%
New Council License HMO Applications	£300	£360
Council HMO License Renewals (managed)	£150	£180
Empty Property Inspections	£60	£72
Inventory Preparation	From £100	From £120
Non-Resident Landlord returns	£100 (quarterly)	£120 (quarterly)
Check in/ Check out/ Deposit handling (on request for let only)	£300	£360
Change of Tenant Fee	£50	£60
Deposit Lodging and Transfer to Deposit Protection Service (DPS)	£50	£60
Maintenance Arrangement Fee (no hidden contractor commissions)	10%	12%
Additional inspections	From £60	From £72
Professional hourly rate	From £60	From £72

Reference charges

From £22.80 per tenant (£19.80 ex VAT) Comprehensive reference

From £10.80 per tenant (£9.00 ex VAT) Credit Check

From £33.54 including VAT company credit check

Third Party Commissions

Conveyancing referrals (taken directly from solicitors) £150

Sales Fees

Sole Agency From 1%

Multi Agency From 2%

Company Let Fees

	ex. VAT	inc. VAT
Letting Service only Commission	100%	120%