

## **RESIDENTIAL LETTINGS TERMS OF BUSINESS FOR LANDLORDS**

### **Summary of Services and Charges**

Letting and Full Management Service 10% plus VAT (12% inc VAT) of the rent

The charges are calculated as follows:-

Weekly Rent multiplied by 52 weeks (or number of weeks of Tenancy) divided by 12 (or number of months of Tenancy) multiplied by service percentage plus VAT for the duration of the Tenancy. If VAT changes then the sum due will automatically vary.

We are a member of the Royal Institute of Chartered Surveyors (the "RICS") with membership number 004119 and subscribe to the RICS Clients' Money Protection Scheme. Independent Redress is provided by the Property Redress Scheme.

### **Tenancy Agreements**

Assured Shorthold, Non Housing Act and Short Let £325 plus VAT (£390 inc VAT)

Renewal Memorandum Agreement £150 plus VAT (£180 inc VAT)

Renewal Tenancy Agreement £250 plus VAT (£300 inc VAT)

Inventory / Schedule of Condition £240 plus VAT (£288 inc VAT)

### **Tenancy Referencing**

Individual Tenant Referencing £45 plus VAT (£54 inc VAT)

<b>Additional Services</b>	<b>Letting Only</b>	<b>Full Management Service</b>
Digital Property Marketing	£210	Included
Press Property Marketing	By arrangement	By arrangement
Arrange Gas Safety Record	£60	Included
Arrange Electrical Safety Test	£60	Included
Arrange Portable Appliance Check	£60	Included
Arrange Energy Performance Certificate	£60	Included
Arrange pre or post Tenancy Clean	£60	Included
Arrange Chimney Sweep	£60	Included
Complete Inventory check on end of Let	£96	Included
Section 21 / Form 6A Notices	£96	Included
Income and Expenditure Reports	£120	Included
Quarterly return to HMRC	£150	Included
Pre-Tenant Maintenance Works	N/A	Additional Service
Additional property visits	N/A	Additional Service
Court Attendance	N/A	Additional Service
Vacant Property Management Service	N/A	Additional Service
Managed works over £500	N/A	10% on all work costs
Supply Carbon Monoxide Detector	£30	£30
Annual Tenancy Deposit Scheme Charge	£25	£25
Right to Rent Check	£60	£60
Cancelling a Let prior to Tenant taking Occupation	£500	£500
Payment outside of UK	£30 per transaction	£30 per transaction

### **Additional Services:**

Where an additional service involves arranging for a third-party service or product, the cost of that arrangement will be charged at an hourly rate of £85 (plus VAT) plus any disbursements charged by the Agent when required.

All services are exclusive of VAT at the prevailing rate unless otherwise stated.