



REVISED FEES TO LANDLORDS – WITH EFFECT FROM 1.7.2015

Tenant find – let only service – please refer to terms of business for details of service provided	75% of one month’s rent plus 20% VAT subject to minimum charge of £450
Full management service – please refer to terms of business for details of service provided	9% of rent due (monthly) plus VAT and £420 fee (applicable at the commencement of each tenancy)
Rent collection only service	7% of rent due plus VAT and £300 set up fee (applicable at the commencement of each tenancy)
Preparation, service and receipt of new lease at end of fixed Term where no change to tenant(s) or deposit and service of Prescribed Information.	£120
Deposit registration and service of Prescribed Information to tenant(s) – as stand-alone service	£90
Check out fee where property not managed or as stand-alone Service – (dilapidation negotiations with tenant subject to further Fee.	£120
Professional Inventory fees (using Professional Inventory Clerk)	fees dependant on size of property – quotation on request – (minimum charge of £120)
Duplicate rent statements	£6 per statement
Collation and supply of annual rent statement	£60
Administration fee for withdrawal of tenancy	£300

please refer to Terms of Business for further information

Termination/Withdrawal of agreement to let property – please refer to Terms of Business for further information £240

Additional property visits charged per visit up to 10 miles radius of office (meter readings, heating on/off, post collection etc) £40
Additional mileage charged at 60pence per mile over 10 miles

Void property management visits per visit up to 10 miles radius of office £40
Additional mileage charged at 60pence per mile over 10 miles

Please contact us if you require further information about these charges or for additional services not covered in fees

**All fees inclusive of VAT, unless otherwise specified
VAT charged at current rate of 20% as at 01.07.2015**