

## SCALE OF CHARGES

VAT is payable at the prevailing rate on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated below. If the VAT rate changes the price charged will change accordingly.

An amount payable under a percentage fee will go up or down depending on the agreed rent level. Fixed fees will remain the same regardless of the rent level agreed.

Introduction Only Service	£600.00 (inclusive of VAT) payable for each letting where the tenant is introduced through the Agent.
Let Only Service	One month's rent (inclusive of VAT) payable for each letting where the tenant is introduced through the Agent subject to a minimum fee of £700.00 (inclusive of VAT)  <b>(Example *If the monthly rental is £795.00 you will pay a fee of £795.00 inclusive of VAT)</b>
Letting and Rent Collection Service	12% (inclusive of VAT) of the rent received, deducted by the Agent  <b>(Example *If the monthly rental is £795.00 you will pay a fee of £95.40 inclusive of VAT).</b>
Full Management Service	Set-up fee of £420.00 Inclusive of VAT) – plus 15.6% (inclusive of VAT) of the rent received, deducted by the Agent  <b>(Example *If the monthly rental is £795.00 you will pay a fee of £124.02 inclusive of VAT).</b>

The fees under the above services are payable when any individual or organisation enters into an agreement to rent the Property as a result of our promotion, introduction, or viewing by the Agent.

If overseas Landlord approval is not obtained, an extra 1% including VAT will be charged on the above commissions to cover the cost of the extra work involved.

Where the fee is to be a percentage of the rent, we will confirm to you the proposed level of monthly rent and our fee (inclusive of VAT) in writing.

**Additional Charges** *all prices shown are inclusive of VAT and are per property. Chargeable when applicable.*

Tenant Referencing and Tenancy Agreement Preparation	<b>£95pp</b>	
Re-letting Fee (fully managed and rent collection only)	<b>£150</b>	
Security Deposit Registration Fee	<b>£72</b>	
Belvoir Rent Guarantee	<b>£POA</b>	
Energy Performance Certificate (EPC)	<b>£120</b>	
Gas Safety Certificate (GSC)	<b>£88</b>	

Gas Safety Certificate (GSC) including boiler service	<b>£110</b>	
Electrical Installation Condition Report	<b>£POA</b>	
Legionella Risk Assessment	<b>£85</b>	
Inventory Preparation Fee (depending on property size, beds etc)	<b>£120 - £210</b>	
Check In Fee (depending on property size, beds etc)	<b>£114 - £180</b>	
Inventory Check Out Fee (depending on property size, beds etc)	<b>£138 - £186</b>	
Shopping Fee for goods required	<b>£30</b>	
Tenancy Renewal Fee	<b>£120</b>	

**In the event of cancellation during a tenancy the minimum fee that would be payable is the agreed Let Only fee listed above, plus other costs incurred, including a reasonable fee for the time management which has been provided. These costs might include the number of months of management service that has been provided and any disbursements such as arranging the EPC, the Gas Safety Record or other works.**

**SCALE OF CHARGES OTHER INCOME** *all prices shown are inclusive of VAT and are per property. Chargeable when applicable.*

Admin involved in the tenancy deposit protection legislation:	<b>£120</b>
Preparation of paperwork for alternative dispute resolution	<b>£180</b>
Professional hourly rate	<b>£60</b>
Annual deposit retention fee	<b>£25</b>

**SCALE OF CHARGES OTHER INCOME** **Charges to tenant (where applicable):** *all prices shown are inclusive of VAT and are per property. Chargeable when applicable.*

Tenant Referencing and Tenancy Agreement Preparation	<b>£180</b>
Legionella Risk Assessment	<b>£85</b>
Inventory Preparation Fee	<b>£240</b>
Inventory Check Out Fee	<b>£180</b>
New Landlord Reference	<b>£25</b>
Guarantor Referencing	<b>£15</b>
Tenancy Renewal Fee	<b>£75</b>

**\*\*NB** *Tenant fees do not apply to tenants of assured shorthold tenancies, student accommodation or licences but may apply for other tenancy types*

The fees charged to the tenant may change and we will endeavour to inform you of such a change at the earliest opportunity.