

Schedule 2

Schedule of Charges

Service	Letting Service	Management Only Service	Letting & Management Service	Vacant Property Service
Sole Agent Fee	9.6% of annual rent, paid at move-in		14.4% of annual rent paid monthly	£3,000 per annum
Multi Agent Fee	12% of annual rent, paid at move-in			N/A
Tenancy Renewal Fee (for years 2 and 3 of original tenant occupation)	8.4% of new annual rent	7.2% of new annual rent	12% of new annual rent, paid monthly	N/A
Organising compliance renewals		Included	Included	N/A
Gas Safety Report				N/A
Electrical Installation Condition Report				N/A
Portable Appliance Test				N/A
Legionnaire Risk Assessment				N/A
Energy Performance Certificate				N/A
Inventory and Schedule of Condition				N/A
Check-out Report				N/A
Provision and installation of Carbon Monoxide Alarm (required for each solid fuel appliance within property)				N/A
Provision and installation of Smoke Detector (required on each storey of the property)				N/A
Annual property visits	N/A	Included	Included	N/A
Additional property visits	N/A			N/A
Preparing and serving statutory Notices (section 13, 21 and/or 8)				N/A
Receiving and registering deposit		Included	Included	N/A
Deposit deduction negotiations	N/A			N/A
Court Attendance	N/A			N/A
Vacant & maintenance check visits				Included
Key holding and emergency call outs (during office hours only)	N/A			Included

Meter readings	N/A	N/A	N/A	Included
Management of bills, service charges & ground rent (provided we are in funds)	N/A			Included
Contract cleaning & laundry	N/A	N/A	N/A	Included
Preparation of home / groceries	N/A	N/A	N/A	Cost of groceries only
Post collection / forwarding	N/A	N/A	N/A	Included
Arranging Installation of services	N/A	N/A	N/A	Included

All agency fees quoted are inclusive of VAT

Example Agency Fees based on a monthly rent of £1,000:

Sole Agency Letting service fee is based on the annual rent, so $£1,000 \times 12 =$ annual rent of $£12,000 \times 9.6\% =$ **£1,152 inc. VAT**, which is payable on or before the start date of the tenancy

Multi Agency Letting service fee is based on the annual rent, so $£1,000 \times 12 =$ annual rent of $£12,000 \times 12\% =$ **£1,440 inc. VAT**, which is payable on or before the start date of the tenancy

Management service fee is based on the monthly rent, so $£1,000 \times 7.2\% =$ **£72 inc. VAT**, which is payable on the monthly anniversary of the rent due date, whether or not the rent is received

Sole Letting and Management service fee is based on the monthly rent, so $£1,000 \times 14.4\% =$ **£144 inc. VAT**, which is payable on the monthly anniversary of the rent due date, whether or not the rent is received

Services

Charge

Land registry check	£4.80
Paperwork for renewing a tenancy	£250
Cancelling a let before a tenant moves in	£350 plus costs
Interest on unpaid fees or other money above Bank of England base rate per annum, calculated daily	4.75%
Inventory check-in / checkout on the size of the flat	£300 depends
Tenant and/or guarantor references	£45 per person
Change of sharer	£200
Change of additional sharer that takes place at the same time as above	£50
Right to Rent expiring time limited document check	£50
Change in ownership set-up, per property based on the work involved	£150 - 550
Notice to quit	£50
Attending court per hour	£120
Attending court (one of our Directors) per hour	£240
Submitting non-resident landlord tax to HMRC and prepare NRL tax certificate	Included for Sole letting and management
Consolidated statement	£30 per copy
Copy of head lease from the HM Land Registry website (where available)	£4.80
Transferring deposit to landlord or other agent during tenancy	£120
Helping you recover deposits through TDS adjudication	£110 per hour
Arranging works or refurbishment over £1,000 of works	14.4% of net cost
Getting quotes, if you then organise the work yourself	£500
Getting quotes, if you then decide against any work	£120
Meeting contractors, third parties to assist with insurance claims, HMO visits and/or any additional property visits	£120 per visit
Obtaining consents document	£84.00 per
Agent's charge for organising compliance renewals	£75
Gas Safety Report	From £180
Electrical Installation Condition Report	From £180
Portable Appliance Test	From £144
Legionnaire Risk Assessment	From £144
Energy Performance Certificate	From £144
Provision and installation of Battery Carbon Monoxide Alarm (required for each solid fuel appliance within property)	From £120
Provision and installation of Battery Smoke Detector (required on each story of the property)	From £120
Additional property visits	£220
Preparing and serving section 21 and/or 8 notices	£250
Preparing and serving section 13 notices	£75
Deposit deduction negotiations	£120

Repairs/contract work if over £1,000	12% of contractor invoice,
Project Management	12% of the project cost

***All services are subject to VAT at the prevailing rate**