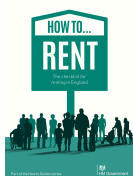


HOUSING ACT TENANCIES (AST), ALL OUR FEES AND CHARGES ARE SHOWN INCLUDING VAT

Description	Charge
General fees and charges	
Holding deposit	The equivalent of one week's rent, which will be put towards your first rent due on completion of the tenancy. The rules for how and when we withhold any funds from your holding deposit are set out in our Holding Deposit & PTAC advance payments explained.
Any tenancy agreement specially negotiated clauses agreed after the tenancy agreement has been signed	Up to £50, or for any reasonable costs incurred if these are higher than £50
Traditional deposit: annual rent less than £50,000	Equivalent to five weeks' rent
Traditional deposit: annual rent £50,000 or more	Equivalent to six weeks' rent
Change of sharer	Up to £50 for one new reference and providing a new tenancy agreement, or for any reasonable costs incurred if these are higher than £50.
Early termination	All costs, fees and charges incurred by the landlord for allowing early termination including the agent's existing or re-letting fees.
Stamp Duty Land Tax	Payable on tenancies where the rent (for the whole time a tenant stays in the property) exceeds £125,000.
Saturday check-out charge	If the tenant has been offered a weekday appointment but refuses and request a Saturday appointment. Third party charge: minimum of £120; maximum of £620.
Default fees and charges	
Late, unpaid, returned rent payments	3% above the base rate of Bank of England per annum, calculated daily.
Lost keys	Any cost for the replacement of keys, fobs, security devices or associated items which have been lost, damaged or broken.

NON-HOUSING ACT TENANCIES (NHA), ALL OUR FEES AND CHARGES ARE SHOWN INCLUDING VAT

Description	Charge
Tenancy paperwork	£300 per tenancy for contract negotiation and arranging the tenancy
Deed of guarantee	£120 per deed
Company reference checks	£120 per reference
Deposit	Usually equivalent to six weeks rent or if you have a pet this will usually be equivalent to eight weeks.
Check-in and/or check-out appointments	From approximately £120 to approximately £620. Check your tenancy agreement to confirm who is responsible for paying this charge.
Withdrawing from the tenancy	Private tenancies – a minimum of £300 per person. Company tenancies – a minimum of £600.
Call out services (inc out of hours)	£60 per hour and/or you'll have to pay the contractors invoice where your actions or lack of actions result in us or a contractor attending the property to remedy the situation.
Last minute cancellation or no cancellation of pre-arrange visits.	£60 per visit and any contractor invoice. If you cancel an appointment less than 24 hours before, or we have arranged to visit your property and we can't gain access
Hourly rate	£60 plus any replacement costs if we or the landlord have to replace any damaged or broken items, or return any fixtures or fittings to their original position, as per the inventory.
Any overseas payment charges	£30 per payment. Unless you ask us to pay monies to a UK bank account instead.
Late/unpaid/returned rent payments	£60 late payment charge and 3% above the base rate of Bank of England per annum, calculated daily.
Change of sharer	£375
Additional sharer	£75 if they change at the same time as the above
Renewal negotiation	£180 for each renewal. If additional referencing is required we will also charge you £45 per reference.
Any tenancy agreement specially negotiated clauses agreed after the tenancy agreement has been signed.	£180 each time a change is requested and agreed by the landlord
Early termination	All costs, fees and charges incurred by the landlord for allowing early termination including the agent's existing or re-letting fees.
Stamp Duty Land Tax	This tax is payable on tenancies where the rent exceeds £125,000



If you have any questions about our fees, please ask a member of staff

June 2019

ALL OUR FEES AND CHARGES ARE SHOWN INCLUDING VAT

LETTING, RENEWAL AND RECEIVING RENT:

9.6%* of rent for the whole time your tenant stays in the property

We will:

- Discuss local market conditions
- Advise on preparing your property for letting
- Keep you up to date on compliance and health & safety
- Put up a To Let board
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Collect & hold the deposit
- Ask tenants to set up rent payments and pass monies on
- Make any necessary HMRC deductions
- Chase late rent payments
- Discuss renewals or terminations

*Minimum fee London: £1,800

*Minimum fee other regions: £1,200

Short lets (less than six months): 24% of rent

Minimum fee all regions: £1,000

LETTING, RENEWAL, RECEIVING RENT AND

MANAGEMENT: 12%* of rent for the whole time your tenant stays in the property

In addition to the letting, renewal and receiving rent services we will:

- Deal with day to day management including repairs
- Give utility suppliers meter readings when the tenancy starts and ends
- Hold a working fund and make payments
- Organise the following safety checks; gas safety record, electrical safety tests, smoke and carbon monoxide alarms
- Visit the property at least once a year
- Provide an emergency out of hours service
- Manage the end of tenancy process and deposit return

*Minimum fee London £3,000

*Minimum fee other regions £2,400

Short lets (less than six months): 30% of rent

Minimum fee all regions: £2,000

Management-only service: £600 handover and 7.2% of rent payable minimum fee £1,800

Vacant management (before you let or between tenancies): This depends on what you need: minimum monthly fee £120

Pre letting service (visual check): £600

Sale of property (including sales progression): 2.4% of the agreed sale price

The following charges relate to all tenancy types:

Service	Charge
Land registry check	£14.80
Tenancy paperwork	£300
Making an inventory	For example for a 3-bed unfurnished £300, third-party charge
Paperwork for renewing a tenancy	£180
Cancelling a let before a tenant moves in	£350 plus costs
Interest on unpaid fees or other money	3% above Bank of England base rate per annum, calculated daily

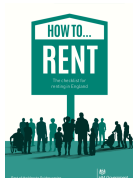
The following charges depend on your tenancy type:

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
	Charge		
Right to Rent checks	£30 per person		
Deposit registration	£48 per year		
Inventory check-in	Third-party charge e.g. for 3-bed unfurnished £216	3rd party charge e.g for 3 bed unfurnished £216. Your tenancy agreement will say if the tenant will pay one of these charges or if you're liable for both	
Inventory check-out	Third-party charge e.g. for 3-bed unfurnished £216	3rd party charge e.g for 3 bed unfurnished £216. Your tenancy agreement will say if the tenant will pay one of these charges or if you're liable for both	
Tenant and/or guarantor references	£45 per person		
Change of sharer	£375		
Change of additional sharer that takes place at the same time as above	£75		
Right to Rent expiring time limited document check	£50 per person		

The below charges depend on whether or not you ask us to carry out any of the services:

Service	Assured shorthold tenancies	Non housing tenancies	Company tenancies
	Charge		
Change in ownership set-up, per property based on the work involved	£120 - £600		
Serving a Section 13 Notice	£50		
Attending court per hour	£120		
Attending court (one of our Directors) per hour	£240		
Sending a CHAPS (same day) payment in the UK	£30		
Making a payment outside the UK	£30		
Submitting non-resident landlord returns to HMRC per landlord	£120 per quarter		
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	£120 per hour		
For managed tenancies only:			
Handle payment of any service charges	£120 per year		
Arranging works or refurbishment over £1,000	14.4% of net cost of works		
Getting quotes, if you then organise the work yourself	£600		
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		
Any licensing application	£600 plus the cost of the licence which varies depending on the local authority (approx. £500-£750)		

Any license holding (where you live outside of the UK and the local authority scheme insists on a UK-based holder)	£150 per year
For non-managed tenancies only:	
Arranging inventory appointment	£60 per appointment
Serving a Section 21 Notice (included with management service)	£50



If you have any questions about our fees, please ask a member of staff