

LETTING ONLY SERVICE (INC RENT COLLECTION)
13.2% incl. VAT (11% + VAT)

RENEWALS/EXTENSIONS
9.6% incl. VAT (8% + VAT)

LETTING & MANAGEMENT (INC RENT COLLECTION)
19.2% incl. VAT (16% + VAT)

RENEWALS/EXTENSIONS
15.6% incl. VAT (13% + VAT)

MANAGEMENT SERVICE ONLY (INC RENT COLLECTION)
7.2% incl. VAT (6% + VAT)

SHORT LET & MANAGEMENT (INC RENT COLLECTION)
30% incl. VAT (25% + VAT)

OTHER FEES

TENANCY AGREEMENT FEE
£198.00 incl. VAT

DEPOSIT REGISTRATION FEE
£60.00 incl. VAT

- Register landlord and tenant details and protect the security deposit with a government-authorised scheme.
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy.

ADDITIONAL PROPERTY VISITS
£72.00 incl. VAT

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit.

SUBMISSION OF NON-RESIDENT LANDLORDS RECEIPTS TO HMRC
£120.00 incl. VAT (quarterly)

- To remit and balance the financial return to HMRC quarterly - and respond to any specific query relating to the return from the landlord or HMRC - only if not managed.

ARRANGEMENT FEE FOR REFURBISHMENTS OR WORKS OVER £500.00
12% incl. VAT (if unmanaged)

- Arranging access and assessing costs with contractor.
- Ensuring work has been carried out in accordance with the specification of works.
- Retaining any warranty or guarantee as a result of any works.

RENEWAL FEE (LANDLORDS SHARE)
£72.00 incl. VAT

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

COURT ATTENDANCE
£540.00 - £960.00 incl. VAT (per day)

ADDITIONAL FEES

- a) Consultancy is offered on request and will be charged at the rate of £36.00 per hour incl. VAT, plus travel and other reasonable expenses. This service includes service of a Section 13 Notice; having extra sets of keys cut, forwarding post to you, transferring utility accounts, arranging safety checks, arranging installation of smoke and carbon monoxide alarms, arranging an EPC or obtaining consents from a superior landlord or tender on your behalf.
- b) Copying documents: £0.30 incl. VAT per page.
- c) Preparation of an inventory and schedule of condition by an independent inventory clerk will depend on the size and style of the property. Estimates will be given on request - typically it is about £270.00 for an inventory and check-in and only £132.00 for a check-in off an existing inventory.
- d) Preparation of out standard tenancy agreement: £198.00 incl. VAT payable in full at the commencement of the rental term.
- e) Carrying out additional visits to the property if we are managing: £72.00 incl. VAT per visit during office hours.
- f) Preparation of our standard renewal agreement: £72.00 incl. VAT payable in full at the commencement of the rental term.
- g) Service of Notice to terminate the tenancy when we are not managing: £72.00 incl. VAT payable in full before notice can be served.
- h) Visits during a void period of in excess of one month: £78.00 incl. VAT per month.
- i) Registration of the deposit: £60.00 incl. VAT payable in full before the registration can take place.
- j) Deposit handling and return if we are not managing: £72.00 incl. VAT per hour.
- k) Overseas calls, courier deliveries, redirected mail: at cost.
- l) Supervisory fee: 15% plus VAT of the total cost of any work exceeding £500.00 if we are not managing the property, reducing to 10% plus VAT if we are. Subject to a minimum fee of £60.00 incl. VAT.
- m) Court attendance as a witness (if required): **tlc** Executive - £540.00 incl. VAT per day / **tlc** Director - £960.00 incl. VAT per day. This charge can be apportioned with a minimum charge of half a day.
- n) Chasing you for unpaid invoices or commission: £36.00 incl. VAT per hour.
- o) Land registry check: £12.00 incl. VAT.
- p) Anti-money laundering checks: £12.00 incl. VAT.