

## SUMMARY OF SERVICES

### Fees applicable for fixed terms, continuations and renewals.

Letting Service	<b>Long Lets</b> 13.2% inc. VAT	<b>Short Lets</b> 24% inc. VAT
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OR

Letting & Management Service	20.4% inc. VAT	31.2% inc. VAT
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### Tenancy Agreements

Tenancy Agreement	£300 inc. VAT
Renewal Tenancy Agreement	£180 inc. VAT
Memorandum of agreement	£120 inc. VAT
Third-party Tenancy Agreement	£180 inc. VAT
Per additional clause	£50 inc. VAT

*The third-party Tenancy Agreement charge relates to the Agent's charges for familiarising its staff with any Tenancy Agreement provided either by the Landlord, the Landlord's solicitor or by the Tenant.*

### References Charges

Tenant reference fee	£60 inc. VAT per person
Guarantor reference fee	£60 inc. VAT per person

### Tenancy Deposit Scheme

Registration with TDS	£60 inc. VAT per annum
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Payment of the above is due at the outset of the Tenancy.

### Additional Organisational Fees

	<b>Letting</b>	<b>Letting &amp; Management</b>
Energy Performance Certificate	£60 inc. VAT	£60 inc. VAT
Gas Safety Test	£60 inc. VAT	included
Portable Appliance Test (PAT)	£60 inc. VAT	included
PIR Electrical check	£60 inc. VAT	included
Combined gas safety test		
PAT and PIR	£60 inc. VAT	included
Check-in	£60 inc. VAT	included
Check-out	£60 inc. VAT	included
Pre-tenancy clean	£60 inc. VAT	included
Project work	15% + VAT	10% + VAT
Additional property visits	£150 per visit inc. VAT	£100 per visit inc. VAT
Wait time at Premises	£100 per hour inc. VAT	£100 per hour inc. VAT
Right to rent follow up checks	£60 inc. VAT	Included
Additional/Copy statements		
for a full annual set	£150 inc. VAT	£150 inc. VAT
per statement	£25 inc. VAT	£25 inc. VAT
Deposit release negotiation	£240 inc. VAT	included
TDS deposit/report submission	£240 inc. VAT	included
Deed of surrender	£120 inc. VAT	£120 inc. VAT
Issue Section 21	£120 inc. VAT	included
HMRC admin fee (Quarterly)	£150 inc. VAT	£150 inc. VAT

All Commission and Fees set out in this Agreement are inclusive of VAT at the current rate of 20%, unless stated to the contrary. Any contractors' fees will be payable in addition. If the rate of VAT should change, the total cost will change in proportion to that increase or decrease. For the avoidance of any doubt, the rate charged will be that applicable as at the date of the Agent's invoice.