

## Letting fees information

### Tenants Fees

A fee of £300.00 plus V.A.T. will be payable to the Agents as part costs of preparing the Tenancy Agreement. Should a Guarantor be required in order to process your application an additional charge of £60.00 plus VAT will be payable. Should a renewal of your tenancy be subsequently agreed, our administration charge for renewing the tenancy (irrespective of the length of term agreed) will be £83.33 plus VAT

### Landlords Letting & Management Fees

**Full Management** - Arranging tenancy - half a month's rent plus VAT. Management thereafter 12.5% plus VAT of the monthly rental income.

Summary of Services: Compiling property details with digital photographs, marketing via local advertising, web site and circulation of property details, arranging viewings, finding and referencing tenants, preparing tenancy agreement, carrying out inventory/schedule of condition, notifying services of meter readings at the commencement of the tenancy. Our management of the property thereafter will include dealing with any maintenance issues which may arise during the tenancy, arranging gas and electrical safety inspections, overseeing the collection of rent, periodic visits to check the condition of the property, serving appropriate notices, checking tenants out at the end of the tenancy, notifying all services at the termination of the tenancy.

**Tenant Find and Rent Collection Only** - Arranging tenancy - half a month's rent plus VAT. Overseeing collection of rent - 10% plus VAT of the monthly rental income.

Summary of Services: Compiling property details with digital photographs, marketing via local advertising, web site and circulation of property details, arranging viewings, finding and referencing tenants, preparing tenancy agreement, carrying out inventory/schedule of condition, notifying services of meter readings at the commencement of the tenancy. Overseeing the collection of the rent for the duration of the tenancy, serving appropriate notices, checking tenants out at the end of the tenancy, notifying all services at the termination of the tenancy.

**Tenant Find Only** - Arranging tenancy - first month's rent including VAT (subject to a minimum figure of £400.00 plus VAT)

Summary of Services: Compiling property details with digital photographs, marketing via local advertising, web site and circulation of property details, arranging viewings, finding and referencing tenants, preparing tenancy agreement, carrying out inventory/schedule of condition, notifying services of meter readings at the commencement of the tenancy, serving appropriate notices, checking tenants out at the end of the tenancy, notifying all services at the termination of the tenancy.

### Renewal Fees

The fee for negotiating the renewal of a tenancy payable by the Landlord will be £85.00 plus VAT for a managed property and £125.00 plus VAT for a non-managed property.