

**FEE TARIFF (From 1<sup>st</sup> June 2019, amended 21<sup>st</sup> November 2022)**

**TENANTS' FEES**

<b>Deposit:</b>	All Tenants to pay a deposit at the start of the Tenancy (See property particulars for the deposit amount)
<b>Replacement of Lost Keys/Security Devices:</b>	Cost of replacement plus our attendance of £15 per hour (including VAT)
<b>Adding/Changing Tenants' details on Agreement (Tenants' request to alter) (England Only):</b>	£50 including VAT
<b>Interest on Rent Arrears:</b>	3% over base rate calculated on a daily basis from 1 <sup>st</sup> day (applied after 14 days)

**LANDLORDS' FEES**

<b>Let Only Service (Existing Clients Only):</b>	One months' rent (plus VAT at the standard rate of 20%) (Minimum fee £480.00 including VAT).
<b>Management Service:</b>	12% of the monthly rent plus an initial letting fee of 60% of the first months rent including VAT (Minimum fee £48.00 including VAT)
<b>Management Plus Service:</b>	15% of the monthly rent plus an initial letting fee of 60% of the first months rent including VAT (Minimum fee of £60 including VAT)

<b>Adding/changing either party's details on Agreement/Occupation Contract:</b>	<b>£120 incl VAT (£100 plus VAT)</b>
<b>Dealing with a deposit dispute:</b>	<b>£120 incl VAT (£100 plus VAT)</b>
<b>Applying for a MEES/EPC exemption:</b>	<b>£60 incl VAT (£50 plus VAT)</b>
<b>Carrying out additional Professional Services:</b>	<b>£180 incl VAT per hour</b>
<b>Preparation of Occupation Contracts for Converted Tenancies (Managed Tenancies) :</b>	<b>£120 incl VAT (£100 plus VAT)</b>
<b>Serving of Rent Increase Notice on your behalf (Managed Tenancies):</b>	<b>£60 incl VAT (£50 plus VAT)</b>
<b>Preparation of Occupation Contracts for Converted Tenancies (Let Only Tenancies):</b>	<b>£240 incl VAT (£200 plus VAT)</b>
<b>Sending letters on your behalf (Let Only Tenancies):</b>	<b>£60 incl VAT (£50 plus VAT)</b>
<b>Serving of Notices on your behalf (Let Only Tenancies):</b>	<b>£120 incl VAT (£100 plus VAT)</b>
<b>Carrying out a Check-out inspection (Let Only Tenancies):</b>	<b>£120 incl VAT (£100 plus VAT)</b>
<b>Preparation of an Inventory and Record of Condition (Let Only Tenancies):</b>	
<b>1-2 Bedroom Property:</b>	<b>£180 incl VAT (£150 plus VAT)</b>
<b>3-4 Bedroom Property:</b>	<b>£240 incl VAT (£200 plus VAT)</b>
<b>5+ Bedroom Property:</b>	<b>£300 incl VAT (£250 plus VAT)</b>



**Deposit Protection Scheme**  
**Membership Number: G01771**  
 TDS (The Dispute Service Limited)  
 Unit 1, The Progression Centre, 42 Mark Road  
 Hemel Hempstead, Herts HP2 7DW



**Redress Scheme**  
 The Property Ombudsman  
 Milford House, 43-55 Milford Street, Salisbury, SP1 2BP  
 Tel: 01722 335 458 - [www.tpos.co.uk](http://www.tpos.co.uk)



**Client's Money Protection Scheme**  
 The Royal Institution of Chartered Surveyors



**Rent Smart Wales**  
 P.O. Box 1106  
 Cardiff  
 CF11 1UA  
 Tel: 03000 133344 – [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales)  
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