

### Summary of Services and Charges

Letting, Rent Demand and Renewal Service	11% plus VAT (13.2% inc VAT) of the Rent
OR	
Letting and Management Service	17% plus VAT (20.4% inc VAT) of the Rent
OR	
Letting and Rent Demand Service – Short Let	20% plus VAT (24% inc VAT) of the Rent
OR	
Letting and Management Service – Short Let	25% plus VAT (30% inc VAT) of the Rent

The Charges are calculated as follows:

Weekly Rent multiplied by 52 weeks (or number of weeks of Tenancy) divided by 12 (or number of months of Tenancy) multiplied by Service percentage plus VAT for the duration of the Tenancy. If VAT changes then the sum due will automatically vary.

We are a member of the Royal Institution of Chartered Surveyors ("RICS") (with membership Number 007555) and subscribe to the RICS Clients' Money Protection Scheme. Independent redress is provided by the Property Redress Scheme.

### Tenancy Agreements

Assured Shorthold, Non Housing Act and Short Let	£354 inc VAT (includes Tenant credit check)
Renewal Memorandum Document	£180 inc VAT
Renewal Tenancy Agreement	£354 inc VAT

Additional Services:

Where an Additional Service involves arranging for a third party service or product, the cost of that service or product will be in addition to the costs below. All services are inclusive of VAT at the prevailing rate unless otherwise stated. Please refer to Section 4 of these Terms for further explanation of certain Additional Services.

Additional Services	Lettings and Renewal	Lettings and Management
Tenant Reference	£54	£54
Arrange Gas Safety Record	£45 inc VAT	Included
Arrange Portable Appliance Test	£45	Included
Arrange Electrical check	£45	Included
Arrange Energy Performance Certificate	£45	Included
Arrange combined Gas Safety, PAT, Electrical, EPC, Clean and Inventory	£150.00	Included
Arrange Inventory Check In	N/A	Included
Arrange Inventory Check Out	N/A	Included
Arrange pre or post Tenancy Clean	£45	Included
Annual Tenancy Deposit Scheme charge	£40	£40
Pre Tenant Maintenance works	N/A	12% inc VAT on all work costs
Works over £1,500	N/A	12% inc VAT on all work costs
Additional property visits	N/A	£120
Wait time	N/A	£75 per hour
Court Attendance	N/A	£120
Vacant Property Management Service	£120pcm	£120pcm
Section 21/Form 6a Notices	£70	Included
Right to Rent Checks	£40	£40
Key Cutting	N/A	£120
Income and Expenditure reports	£120	£120
Payment outside of the UK	£30 per transaction	£30 per transaction
Quarterly Return HMRC	£150	£150
HMO Selective Licensing application	N/A	£300 per license
Cancelling a let prior to a Tenant taking occupancy	£500	£500
Post Sale Pre Let	£600	£600

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