



FEES TO LANDLORDS: ("Standard Rates")

Confirmation of Instructions Letter

1. **Our full terms and fees** are quoted in our letter confirming instructions to all Landlords together with any attached terms and conditions of engagement. Any letter confirming terms and conditions of engagement to individual clients will override our "standard rate" as set out below;
(a written copy of our standard terms of engagement for lettings and management is available upon request)

Lettings and Management Service:

2. To market the property, find a new tenant, process and set up a tenancy agreement with associated documents; collect opening account and sign-up @ *£300.00 inc VAT*
3. To subsequently manage the letting as per our standard terms of engagement for management @ *8% of the rent plus VAT*

Lettings Only Service:

4. To find a new tenant, set up the agreement, sign up the tenant, collect the opening account and pass all monies due including the deposit to the landlord @ *one month's rent plus VAT, minimum £540.00 inc VAT*

Additional Work During the Tenancy

5. Administrating works above the pre agreed level of £250.00 net @ *£114.00 per hour inc VAT*
6. Dealing with provision of income and expenditure for your accountant @ *£114.0 per inc VAT*
7. Prepare a printed Inventory & Schedule of Condition with multiple colour images recording the condition of the property upon commencement of the letting @ *£96.00 inc VAT*

All letting services:

Deposit Registration Fee

8. Registration of the deposit with the Government authorised TDS Scheme at commencement and provide the tenant with the deposit certificate and prescribed information (S213 notice) within 30 days of the start of the tenancy and then de-registering at the end of the tenancy @ *£30.00 inc VAT*

Landlords gas safety certificate & annual renewal register fee

9. To arranging a gas safe engineer to provide a landlords gas safety certificate at the commencement of the tenancy @ *£18 inc VAT*, to entering onto the annual register and administering subsequent renewals @ *£18 inc VAT*

Annual review of fees

10. All fees are subject to *annual review* of which all clients will receive prior notification of in writing.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THESE FEES PLEASE ASK A MEMBER OF STAFF

LANDLES

ARLA licenced member

Regulated by RICS with Client Money Protection Scheme

Independent redress via "The Property Ombudsman"

Member of "TDS" (Tenancy Deposit Scheme)