peter alan

we are members of

arla | propertymark PROTECTED — Client Money Protection

The Property Ombudsman — Independent Redress Scheme

# Our standard fees and charges

| Commission, fees and charges | without VAT | inc VAT |
|---|---|---|
| Full Management (Monthly % of one months rent) | 12.00% | 14.4% |
| Rent Collection service (Monthly % of one months rent) | 8.00% | 9.6% |

All fees are subject to value added tax (VAT) at the rate applicable and our minimum Tenancy Setup Fee of £350.00 + VAT (£420 including VAT) per tenancy term.

| Initial charges | without VAT | inc VAT |
|---|---|---|
| Tenancy Setup Fee (% of one months rent - Full Management) | 55% | 66% |
| Tenancy Setup Fee (% of one months rent - Letting & Rent Management) | 40% | 48% |
| Tenancy Setup Fee (% of one months rent - Letting Only) | 75% | 90% |
| Energy Performance Certificate (EPC) | £75.00 | £90.00 |
| negotiating addenda to tenancy agreement | £50.00 | £60.00 |
| professional marketing | £100.00 | £120.00 |
| preparation of inventory | Property Type | Fee (inc VAT) |
| | Studio/1 bed | £90.00 |
| | 2 bed | £120.00 |
| | 3 bed | £156.00 |
| | 4 bed | £180.00 |
| | 5 bed+ | £192.00 |

| Deposit | without VAT | inc VAT |
|---|---|---|
| fee for protecting a deposit and complying with the legal requirements of the Tenancy Deposit Scheme (TDS) on your behalf. Chargeable every 12 months of part thereof on the tenancy anniversary date. | £45.00 | £54.00 |
| to respond on your behalf to your tenants deposit dispute where we provide Full Management | £25.00 | £30.00 |
| to respond on your behalf to your tenants deposit dispute where we do not provide Full Management | £100.00 | £120.00 |

| Renewals | without VAT | inc VAT |
|---|---|---|
| renewal fixed term tenancy agreement preparation charge, managed | £83.33 | £100.00 |
| renewal fixed term tenancy agreement preparation charge, non-managed | £125.00 | £150.00 |

| General | without VAT | inc VAT |
|---|---|---|
| annual statement of income and expenditure | £55.00 | £66.00 |
| tax administration for non-UK residents with no HMRC approval | £100.00 per quarter | £120.00 per quarter |
| annual tax administration charge for non-UK resident with HMRC approval | £40.00 | £48.00 |
| copy statements (each month's statement, or part thereof) - per request | £25.00 | £30.00 |
| court attendances - per day or part thereof | £200.00 | £240.00 |
| service of Section 13 Notice (rent increase notice for a statutory periodic assured shorthold tenancy) | £50.00 | £60.00 |
| service of Section 21 Notice or Notice to Quit (not with Full Management or Rent Administration) | £50.00 | £60.00 |
| arrange Legionella risk assessment | £125.00 | £150.00 |
| annual statutory landlord rental income notification to HMRC | £10.00 | £12.00 |
| additional property visits, price per visit | £50.00 | £60.00 |