Letting Authority

Letting, Rent Collection & Full Management

Standard Fees

Full Management Service **or** **Rent Collection Service** If during the Sole Agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT	13.2% of the rent inclusive of VAT (11% + VAT) 10.8% of the rent inclusive of VAT (9% + VAT)
Set Up Fee This fee includes a full Tenancy Agreement and transfer and management of your utilities	60% of one month's rent inclusive of VAT (50% of one month's rent plus VAT)
Inventory & Schedule of Condition	£114.00 inclusive of VAT (£95.00 + VAT)
Landlord Renewal agreement	£102.00 inclusive of VAT (£85.00 + VAT)
Landlord Checkout fee	From £102.00 inclusive of VAT (£85.00 + VAT) Please ask in branch for full details
Compliance Indemnity **N.B.** Either of the following fees will apply should the Compliance Indemnity fee not be applicable:	£13.20 inclusive of VAT per month (£11.00 + VAT)
• No Deposit Option protection fee	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly
• Protection of the tenancy deposit with The Dispute Service	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly

What is the Compliance Indemnity?

Leaders will indemnify you for any fine or penalty that arises from our failure to ensure compliance with your statutory responsibilities (your "Compliance Requirements") as discussed below. This indemnity does not extend to any tax, interest thereon or penalties levied either on you or us as a result of letting your property and is provided subject to your having:

1. complied with all your responsibilities, and provided us with complete and accurate information and instructions;
2. not prevented us from carrying out our duties;
3. not waived our responsibility in respect of any matter;
4. paid Leaders Compliance Indemnity Fee throughout the tenancy and
5. provided us with your immediate instructions and any funding required

Additionally this indemnity is subject to:

The full co-operation of your tenant with timely access granted where necessary. An indemnity will not be provided where a liability arises when your tenant has been in any way obstructive.

If we are not managing your property and our instruction is on a Rent Collection basis, you must adhere to your contractual maintenance obligations and be sure your property is in a good state of repair.

The following table is a summary of Landlord's compliance requirements. For a full list of our duties please refer to our Terms & Conditions. Legislation continues to evolve and we will ensure you remain compliant under this guarantee.

Costs for all aspects of deposit protection (including the No Deposit Option) and the serving of all notices are included in this monthly fee.

Leaders Limited is a part of the National Federation of Property Professionals Landlord Money Protection Scheme through their membership

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All fees include VAT or IPT and are only charged as required

Additional Fees

Premier Rent Guarantee Service - Complete peace of mind with your rent guaranteed	4.2% of the monthly rent
Safety - Compliance with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and Gas Safety (Installation and Use) Regulations 1998	
Carbon monoxide detectors and smoke alarms	Contractor installation invoice plus £32.40 for each alarm
Instruction of either a gas safety record or electrical certificate	Contractor invoice plus £30.00 arrangement.
Energy Efficiency - Compliance with EPC Regulations 2012	
EPC (Energy Performance Certificate)	£90.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Key Cutting	Invoice value plus £12.00
Shopping fee	Invoice value plus £42.00 inclusive of VAT
Project manage on behalf of the Landlord any major works exceeding £500 + VAT	12% of the contractor's invoice
Property Inspections and Visits Additional visits made by the agent to the property at the specific request of the Landlord	£42.00 inclusive of VAT per property visit
Legal (All charges are included if the Premier Rent Guarantee has been purchased)	
Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£42.00
Optional fixed cost Insurances	
Leasehold Liability Protection	£84.00
Emergency Repair Service	£126.66
Sales	
Early Determination Fee Should the Landlord sell the property with the tenant in situ then the Landlord hereby agrees to pay Leaders an early determination fee. This fee is waived if we sell the property.	£600.00
Sale of the Property to a tenant or third party The introduction of a buyer (the tenant or third party), subject to contract, and issue of Sales Memorandum. Payable on completion of sale	1.8% of the sale price

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Letting Authority
Tenant Introduction Service

Fee Schedule

Let Only Service for a six month tenancy	Equivalent to 3 weeks' rent plus VAT and subject to a minimum charge of £450.00 + VAT (£540.00 inclusive of VAT) Payable in advance or deducted from first rent payment
Let Only Service for a twelve month tenancy	Equivalent to 4 weeks' rent plus VAT and subject to a minimum charge of £550.00 + VAT (£660.00 inclusive of VAT) Payable in advance or deducted from first rent payment
Tenancy Agreement	£35.00 + VAT (£42.00 inclusive of VAT)
Protection of the tenancy deposit with The Dispute Service	£95.00 + VAT (£114.00 inclusive of VAT) payable on commencement of the tenancy
Tenancy deposit dispute resolution	£75.00 + VAT (£90.00 inclusive of VAT)
Re-issuing the prescribed information subject to a change in circumstances	£35.00 + VAT (£42.00 inclusive of VAT) for each re-issue
Inventory / Check out preparation	Full inventory services are available, ask in branch for details
Renewal agreement fee	£70.00 + VAT (£84.00 inclusive of VAT)
Instruction to a Gas Safe registered contractor to carry out a Gas Safety Record	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Instruction to a Domestic Energy Assessor for an Energy Performance Certificate	£75.00 + VAT (£90.00 Inclusive of VAT)
Desktop MEES (Minimum Energy Efficiency Standards) Report	£40.00 + VAT (£48.00 inclusive of VAT)
Green Deal Assessment	£125.00 + VAT (£150.00 inclusive of VAT)
Electrical installation and appliance checks	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00 inclusive of VAT)
Preparation of documents on behalf of the client relating to the sale of the property	£35.00 + VAT (£42.00 inclusive of VAT)
Sale of the property to the tenant or third party	1.5% + VAT of the purchase price (1.8% inclusive of VAT)
Carbon monoxide detectors and smoke alarms	£27.00 + VAT (£32.40 inclusive of VAT) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£84.00 inclusive of IPT)
Time limited right to rent review checks	£75.00 + VAT (£90.00 inclusive of VAT)
Early Determination Fee Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	£500.00 + VAT (£600.00 inclusive of VAT)

Leaders Limited is a part of the National Federation of Property Professionals Client Money Protection Scheme through their membership of ARLA Propertymark (The Association of Residential Letting Agents).

Leaders Limited is a member of The Property Ombudsman being the largest lettings redress scheme in the UK.