

Charges for Existing Tenants:

| <u>Reason for Fee</u> | <u>Fee</u> | <u>Total</u> |
|------------------------------|---------------------|---------------------|
| To add tenant to AST | £150.00 + VAT @ 20% | £180.00 |
| Remove tenant from a AST | £50.00 + VAT @ 20% | £60.00 |
| Copy of AST | £30.00 + VAT @ 20% | £36.00 |
| Change of name on AST | £30.00 + VAT @ 20% | £36.00 |
| Reference for old tenant | £20.00 + VAT @ 20% | £24.00 |

Charges for Leaseholders:

| <u>Reason For Fee</u> | <u>Fee</u> | <u>Total</u> |
|-------------------------------|----------------------------|-----------------------|
| Copy of Leasehold contract | £30.00 + VAT @ 20% | £36.00 |
| Copy of Service Charge | £30.00 + VAT @ 20% | £36.00 |
| Standard Letter/ Confirmation | £25.00 + VAT @ 20% | £30.00 (Pick up only) |
| To send the letter out | £10.00 + VAT @ 20% | £12.00 (to send out) |
| Leasehold Extension | NEGOTIABLE with FREEHOLDER | |

Fees for Landlords: ALL NEGOTABLE

| | 1 Let Only <small>(6 Months Term)</small> | Let Only <small>(12 months term)</small> | Rent Collection Only | Full Management <small>(Single Property)</small> | Full Management <small>(2 or more properties)</small> |
|--------------------------|--|--|--|--|---|
| Tenancy Terms | 6 months | 12 months | As advised by landlord | 6 months <small>(minimum AST term)</small> | 6 months <small>(minimum AST term)</small> |
| Agency Terms | When tenant Leaves | - | Minimum 3 months with 3 months notice | Minimum 3 months with 3 months notice | Minimum 3 months with 3 months notice |
| Management Fee | - | - | - | 12.5% of gross monthly rent | 15% of gross monthly rent |
| Letting Fee | 10% of 6 months' rent | 8% of 12 months' rent | See let only options | 5% of gross annual rent | INCLUSIVE |
| Rent Collection | - | - | 5% of gross monthly rent | INCLUSIVE | INCLUSIVE |
| AST | £40.00 | FREE within 12 months | £40.00 | FREE | FREE |
| Tenancy Renewal Fee | 10% for first renewal 6% thereafter (of 6 months' rent) | £40 after 12 months | £30.00 | FREE | FREE |
| Re-Let | Review let only options | Review let only options | Review let only options | FREE within 12 months | FREE |
| Inventory Prep | £100.00 | £100.00 | £100.00 | £100.00 Initially, FREE thereafter | £100.00 Initially, FREE thereafter |
| Check-In | £100.00 | £100.00 | £100.00 | FREE | FREE |
| Check-Out | £100.00 | £100.00 | £100.00 | FREE | FREE |
| Property Maintenance Fee | 15% Of total cost of invoice | 15% Of total cost of invoice | 15% Of total cost of invoice | 5% Of total cost of invoice | 5% Of total cost of invoice |